G. R. S. IX-5]

Previous references.

File No. 12

1918.

Serial Nos. Encls

(E.A.O.)

Later references.

Preserved

P. 192 (E)

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. Enclosures to 12 of 1918

Part B for

SUBJECT.

Manual of the Government Stationery Depot.

Originals of Manual of the Government Stationery Depot

IR
13.3.19

W D 88—GPB—50,000—24-7-16

Part I

2

BRIEF ABSTRACT

OF

STANDING ORDERS OF THE STATIONERY DEPOT.

I.-POWERS OF SUPERINTENDENT.

1. The Superintendent of Stationery is authorized to call for tenders for the supply of Stationery articles and open them himself. Government sanction should, however, be obtained for the acceptance of the lowest or any other tender.

(8546/G.F. 10-1900, dated 9th December 1901.)

2. The Superintendent of the Government Press and Stationery is authorized to make purchases of prescribed articles required for the public service up to a limit of R$ 50/- in each case, without the previous sanction of Government, provided there is a budget provision available for the purpose.

(G. 2805-7/G.M. 7-7, dated 19th November 1904.)

3. For "Prescribed articles" in G.O. No. G. 2805-7/G.M. 7-7 dated 19th November 1904, substitute the words "Articles of Europe manufacture."

(5047-9/G.M. 142-07-5, dated 26th February 1908.)

4. Rules defining the powers of the Superintendent as regards appointment, leave, promotions, etc.

(G. 1012-15/G.M. 126-14-13, dated 22nd July 1915.)

II.-WATERMARKED PAPERS.

1. Contractors must be bound to the condition that they do not sell overmakes of Government watermarked papers to the outside public.

(G. 6049-50/G.M. 376-4, dated 10th May 1905.)

2. Overmakes of papers watermarked "Government of Mysore" may be accepted from the contractors up to a limit of 10% of the quantity contracted for on condition that the contractors bind themselves not to sell such papers to the outside public.

In the notice inviting tenders for papers, a condition to this effect may be inserted by the Superintendent.

(G. 2632-3/G.M. 135-05-4, dated 23rd November 1905.)

3. A statement in the prescribed form of overmakes of watermarked papers purchased during the previous year must accompany the tenders sent up to Government for sanction.

(G. 4215-16/G.M. 130-07-6, dated 22nd January 1908.)

4. When submitting tenders for the supply of Stationery articles, the Superintendent must state and denote in figures the quantity of overmakes in excess of the 10% limit purchased during the previous year.

(G. 715-6/G.M. 82-09-16, dated 3rd August 1910.)

III.-ECONOMY IN THE USE OF STATIONERY ARTICLES.

1. D.O. papers and covers are intended to be used only by the officers to whom they are supplied.

(777-801/Mis. 133, dated 15th July 1896.)

2. Annual indents for candles should be limited to the lowest possible requirements of each office. Heads of Departments are requested to enforce the strictest economy in the use of candles.

(10407-47/Mis. 2281, dated 7th March 1899.)

3. Heads of Departments and Deputy Commissioners of Districts are directed to draw up indents for articles of stationery according to their actual requirements and to enforce all possible economy in their use.

The Superintendent is desired to see that stationery articles are issued from the Depot strictly in accordance with Rule 44 of the Stationery Rules.

(G. 4611-59/G.M. 105-10-14, dated 8th F ebruary 1911.)

4. Issues specific instructions regarding the ~~xxx~~ submission of indents for stationery ~~xx~~ articles and printed forms.

(G. 13957-14008/G.P. 24-12-9, dated 11th June 1915.)

5. Issues instructions for the proper submission of indents for stationery articles and printed forms.

(G. 10941-90/G.M. 350-15-2, dated 3rd February 1916.)

6. Heads of Offices should exercise the strictest economy in the use of stationery articles and great discretion should also be exercised in the use of different qualities of paper by the various classes of officers and officials and in the selection of paper for writing according to the importance of the subject matter.

(Cir. G. 11372-422/G.P. 24-15-52, dated 14th February 1916.)

III.-ECONOMY IN THE USE OF STATIONERY ARTICLES (Contd.)

7. Issues instructions regarding the use of Stationery in the public offices of the State.

(G. 13209-269/G.M. 357-15-3, dated 22nd March 1916.)

IV.-SUPPLIES.

1, Quills may be supplied only to Heads of Departments and officers. Four quills are allowed to all Heads of Departments, Secretariats, Civil and Criminal Courts and Deputy Commissioners of Districts; and 2 nibs in place of the usual number of goose quills may be allowed to others.

(3086-3125/G.F. 40-97, dated 2nd September 1902.)

2. Red seal stationery must be supplied only to the Secretariats and their use economised as far as possible.

(G. 5971-6010, dated 27th May 1904.)

3. File boards not exceeding 100 may be supplied to the ~~Hadxd~~ Head of each Office of or corresponding to or above that of a Deputy Commissioner.

(G. 2348-87/G.F. 45-03-04, dated 29th October 1904.)

4. Executive Engineers in charge of Public Works Divisions are entitled to the supply of file boards under the terms of G.O. No. 2348-87/G.F. 45-03-04, dated 29th October 1904.

(G. 483-4/G.M. (36-2), dated 26th July 1905.)

5. The restriction regarding the supply of file boards contemplated in the G.O. of 29th October 1904 is not applicable to Secretaries to Government in any Department.

(Memo No. G. 4250/G.M. 36-05-6, dated 8th March 1906.)

6. Any requisition for the supply of a number of file boards over and above the limit of 100 prescribed in the order of 29th October 1904 and for a purpose other than that contemplated therein should invariably receive the sanction of Government.

(G. 5260-1/G.M. 82-11-25, dated 3rd April 1912.)

7. The system of supplying typewriting and carbon papers

direct from the Stationery Depot is made permanent.

(G. 4645-93/G.M. 60-12-54, dated 12th February 1913.)

8. Black variety of carbon paper must be supplied to all Civil Courts on indents.

(J. 3071-2/Cts. 35-15-4, dated 7th February 1916.)

9. All officers of and above the rank of Deputy Commissioners and of Executive Engineers in the Public Works Department may be supplied with tags on annual indents.

(G. 1360-70/G.M. 73-13-134, dated 12th August 1914.)

10. Fifty instead of 40 pieces of long cloth may be supplied to the Superintendent of Revenue Survey on indent.

(R. 2210-12/L.S. 3-13-2, dated 9th September 1913.)

V.-MISCELLANEOUS.

1. Invoices sent out of the Stationery Depot must be returned duly receipted immediately after receipt of the articles therein advised.

(11306-357/G. 2386-92, dated 10th January 1893.)

2. All requisitions for the supply of stationery articles to newly created offices should receive the sanction of Government in the General Department.

(G. 5252-90/G.M. 37-08-53, dated 18th March 1909.)

3. Requisitions for the printing of addresses on covers may be complied with when they come from Secretariat offices and Heads of Departments. Superseded.

(13258-93/Mis. 2831, dated 16th April 1898.)

4. Securities of R^s 1,000/- and R^s 500/- respectively must be obtained from the Supervisor and the Store-keeper.

(10138-39/Mis. F. 85-92, dated 1st March 1899.)

5. Indents from officers in Bangalore entitled to receive stationery from the Government Depot may be complied with without the countersignature of the Head of the Department.

(13666-707/Mis. 2899, dated 1st June 1899.)

6. "To pay" system must be adopted in sending stationery articles by rail to moffusil stations. Cartage for local deliveries must be paid by the department concerned.

(14733-80/Mis. 3195, dated 30th June 1899.)

7. Cases in which stationery articles are packed and sent must be sold by public auction and the money credited to the treasury, in the case of offices outside Bangalore. Offices in Bangalore should return the cases to the Stationery Depot.

(4289-328/Mis. 695, dated 20th September 1902.)

V.-MISCELLANEOUS (Contd.)

8. The length of the Annual Report must not exceed 3 pages of printed matter, and the paragraphs must be numbered.

(G. 3845-6, dated 5th February 1904.)

9. Issues revised rules regulating the supply and consumption of stationery and printed forms in the public offices of the State.

(G. 6011-60, dated 27th May 1904.)

10. The purchase of a typewriter requires the previous sanction of Government.

(J. 3203-41/C. 281-2, dated 11th May 1905.)

11. Bills for the cost of stationery articles supplied by contractors in pursuance of accepted tenders, as well as of articles the purchase of which has been specially sanctioned by Government or falls within the powers of the Superintendent as per G.O. No. G. 2805-7/G.M. 7-7, dated 19th November 1904, may be forwarded direct to the Comptroller for audit.

(G. 2627-9/G.M. 142-07-1, dated 18th October 1907.)

12. Heads of Departments and other officers must not purchase books, periodicals and other publications without the previous sanction of Government.

(G. 4012-51/G.M. 188-08-2, dated 12th January 1909.)

13. Heads of Departments are requested to include in their estimates of costs of articles to be purchased, charges on account of freight, shipping, etc., when such charges can be stated approximately, or to state clearly in the estimates that the cost is exclusive of such charges.

(Fl. 883-931/G.F. 27-13-2, dated 18th August 1913.)

14. Prescribes rules for the making of purchases of stores on behalf of Government.

(Fl. 2760-809/G.F. 214-10-88, dated 23rd December 1913.)

V.-MISCELLANEOUS (Contd.)

15. Modifies the procedure for the payment of the cost of stationery articles supplied to the Presidents of District and Municipal Boards and of the Kolar Gold Fields Sanitary Board prescribed in G.O. No. G. 7409-31/G.M. 291-06-4, dated 29th May 1907.

(G. 5151-63/G.M. 53-12-63, dated 12th January 1914.)

16. The cost of stationery articles supplied to the Railway Department must be debited to that department and adjusted as in the case of Municipalities and District Boards.

(G. 8987-90/G.M. 73-13-110, dated 8th May 1914.)

17. All indenting officers and departments should so frame their annual estimates of printed forms as to have a fair margin of stock with them.

(G. 10020-87/G.M. 292-13-1, dated 8th June 1914.)

18. Prescribes certain general rules of office procedure for adoption in all offices from 1st January 1915.

(G. 5203-51/E.A. 4-14, dated 23rd November 1914.)

19. Public Works Department forms ~~and~~ and registers required by the Palace Maramat Department may be supplied on annual indents received from the Palace Controller in the same way as indents for stationery articles and general forms are complied with.

(G. 5365-7/G.M. 80-14-46, dated 26th November 1914.)

20. Soap and towels required for the personal use of officers while working in office should be supplied by themselves.

(Fl. 5768-806/G.F. 81-14-1, dated 12th April 1915.)

21. Sanctions the revision of establishment of the Stationery Depot.

(G. 13703-4/G.M. 126-14-12, dated 9th June 1915.)

22. Prescribes rules for the destruction of records.

(1046/E.A. 45-14-4, dated 17th December 1915.)

23. Prescribes rules for the inspection of the office of the Superintendent of Stationery.

(50-4/E.A.G., dated 9th May 1916.)

Part III

Standing Orders of the Stationery Depôt
(in extenso)

I. — Powers of Superintendent

Proceedings of the Government of His Highness the Maharaja of Mysore, General (Miscellaneous), dated 19th November 1904.

READ AGAIN—

Para 2 of Government Order No. G. 4229—7-2, dated the 22nd July 1904, observing that, in the interests of despatch of work, the power of incurring expenditure to a limited extent may be delegated to the Superintendent of the Government Press and of the Stationery Depot, and inviting the opinion of the Comptroller and calling for certain information from the Superintendent.

READ—

Letter No. 663—B & R 100, dated the 29th July 1904, from the Comptroller, Mysore Government, pointing out that, under Government Order No. 3306-40—Fl. 291, dated the 27th September 1897, the Superintendent can purchase, out of the grants allotted to him, without the previous sanction of Government, country-made articles of value not exceeding Rs. 10 and articles made out of India not exceeding Rs. 5 in value in each case, and suggesting that, owing to the exceptional nature of the Government Press, the Superintendent may be allowed to purchase in the local market articles made out of India up to a limit of Rs. 50 in each case as prescribed in Article 98 (k) of the Civil Account Code.

Docket No. 202, dated the 23rd September 1904, from the Superintendent of Stationery, reporting the practice obtaining in Madras in the matter; and docket No. 311, dated the 4th November 1904, from the same officer.

No. G. 2805-7—G. M. 7-7, DATED BANGALORE, 19TH NOVEMBER 1904.

ORDER THEREON.—The Superintendent of the Government Press and of Stationery is authorized to make purchases of prescribed articles required for the public service up to a limit of fifty rupees in each case, without the previous sanction of Government, but subject always to the condition of there being a budget provision available for the purpose. All other purchases require previous sanction.

2. If the Superintendent takes timely steps to provide for anticipated requirements and to approach Government for their sanction in cases exceeding his powers, no inconvenience or delay in complying with departmental requisitions need, it is observed, arise.

B. K. VENKATA VARADA IYENGAR,
Secy. to Govt., Gen. & Rev. Dept.

To—The Superintendent, Government Press.
The Superintendent of Stationery.
The Comptroller, Mysore Government.

Exd.—G. S.

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1904-05

GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE

GENERAL (MISCELLANEOUS)

PROCEEDINGS

Dated 19th November 1904

No. G. 2805-7 / G. M. 7-7

Authorizing the Superintendent of the Government Press and of Stationery to make purchases of prescribed articles required for the public service up to a limit of Rs. 50 in each case without the previous sanction of Government etc.

SDP—8-12-04—200

Read

Government Order No. G. 2805-7/G.M. 7-04-7 dated 19th November 1904 authorising the Superintendent of the Government Press and Stationery to make purchases of prescribed articles required for the public service up to a limit of R$ 50/- in each case, without the previous sanction of Government, but subject to the condition of there being a budget provision available for the purpose.

(2) Letter No. 506 dated 30th November 1907 from the Superintendent, Government Press, representing that the Comptroller objects to pass bills for the cost of articles, not included in the annual contracts, but purchased on the authority of the above G.O., interpreting the term "prescribed articles" appearing therein as meaning only articles mentioned in the list of tenders and requesting clear orders on the point.

(3) Further correspondence on the subject ending with letter No. 657 dated 24th January 1908 from the Superintendent, Government Press.

ORDER THEREON. No. G. 5047-9/G.M. 142-07-5 dated 26th Feb. 1908.

The G.O. read above is based on Art. 98 (k) of the C.A.C. and the articles authorised to be purchased under it are those which are required occasionally or in small quantities for the use of the Press or the Stationery Depot and which it may not be possible to include in the tenders. Government accordingly direct that the term "prescribed articles" used in that order be omitted and the words "articles of Europe manufacture" substituted in its place.

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Government of His Highness the Maharaja of Mysore.

GENERAL DEPARTMENT

G.O. No. G. 1012-15—G.M. 126-14-13, dated 22nd July 1915

II. – Weimar Ked. Papers

Read

Letter No. 8624/532 dated the 25th March 1905, from the Inspector General of Education forwarding for orders the file of correspondence in re the use, by the Indian Printing Agency of Madras, of paper bearing the mark "Government of Mysore" for the Coronation Exercise Note Books which have been sent for sale to the Tumkur High School Head Master.

ORDER THEREON. No. G. 6049-50/G.M. 376-4 dated 10th May 1905.

As it is reported that the paper bearing the mark "Government of Mysore" used for the note books in question is the remnant of the unpurchased stock in the hands of a former contractor for stationery and that no such paper is now being supplied to Government or is in use in public offices, the explanation of the proprietor of the Indian Printing Agency at Madras may be accepted.

In order to prevent surreptitious use of Government paper on the ground of its being a remnant of unpurchased stock, and to ensure the Government mark serving its essential purpose, the Superintendent of Stationery is requested in future when accepting the tenders of contractors, to bind them to the condition that they will not sell overmakes of such papers to the outside public.

G. 6049-50 / G.M. 376-4 dated 10th May 1905

Read

Letter No. 305 dated the 10th November 1905 from the Superintendent of Stationery pointing out the necessity for accepting overmakes of watermarked papers up to a limit of 10% as is customarily done in the Madras and other Governments and suggesting that in the conditions in the notice inviting tenders a stipulation may be so inserted as to bind the contractors not to dispose of such overmakes to the outside public.

ORDER THEREON& No. G. 2632-3/G.M. 155-05-4 dated 23rd Nov. 1905.

The Government accept the Superintendent's suggestion that overmakes of paper watermarked "Government of Mysore" may be accepted from the contractors up to a limit of 10% of the quantity contracted for, on condition that the contractors bind themselves not to sell such papers to the outside public.

(2) In the notice inviting tenders for papers, a condition to this effect proposed may be inserted by the Superintendent.

$\frac{\text{G 2632-3}}{\text{G.M. 155-05-4}}$ dated 23rd Nov. 1905.

Proceedings of the Government of His Highness the Maharaja of Mysore.

Read:-

Letter No.343 dated 18th December 1907 from the Superintendent of Stationery recommending the purchase at the contract rates of overmakes of the marginally noted kinds of watermarked paper received from Messrs. Spicer Bros. of London, contractors for the current year, and at half the contract rates of 12 reams of slightly soiled printing paper (Demy 24 lbs) and one ream of somewhat damaged foolscap paper 16 lbs.

Printing	Demy	24	lbs.	2
"	Royal	25	"	14.
"	F'cap	16	"	51
"	Royal	32	"	28.

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Order thereon No.G.4215-16/G.M.130-07-6(Enc.1)

Dated Bangalore, 22nd January 1908.

The purchase of papers in question is sanctioned on the distinct understanding than an equivalent reduction will be made in the next year's indent, the cost being met from the current year's budget of the Stationery Depot.

2. When sending up tenders to Government for approval the Superintendent will always submit a statement in the accompanying form showing the quantity of overmakes of the several articles of stationery purchased during the previous year.

K. Mylar Rao,

For Secretary to Government.

To

The Superintendent of Stationery,

The Comptroller, Mysore Government.

Statement showing the purchase of Stationery articles in excess of the quantity included in the indent for the Year 191

Description of article	quantity included in the indent for the Year.	Excess quantity purchased during the Year.	quantity required for the next Year.	Remarks.

Note:- Information re the quantity of damaged articles, if any, etc., should be given in col: 5.

(Sd) K. Bhaskar Rao,
for Secretary

$\frac{G\ 4215-16}{G.m.\ 130-07-6}$ dated 22nd January 1908

Proceedings of the Government of His Highness the Maharaja of Mysore.

Read-

Para 5 of Government Order No.G.4464-5/G.M.82-09-8 dated the 22nd February 1910, calling for a statement of overmakes of stationery articles, if any, purchased during the year 1909-10 on condition of the quantity being reduced from the next supply.

2. Letter No.79 dated the 26th July 1910, from the Superintendent of Stationery, forwarding the statement showing the quantity of overmakes in excess of 10 per cent allowed on the ordered quanity purchased during the year 1909-10.

Order thereon No.G.715-6/G.M.82-09-16 dated Bangalore 3rd August 1910.

Recorded with the observation that in future, while submitting for approval tenders for the supply of stationery the Superintendent should invariably state and denote in figures, the quanity of overmakes in excess of the 10 per cent limit purchased on condition of such quantity being deducted from the probable quanity proposed for the next supply.

(Sd) B. Ramaswamayya,
For Offg:Secretary to Govt.

To

The Superintendent, Government Stationery,
The Comptroller, Mysore Government.

Proceedings of the Government of His Highness the Maharaja of Mysore.

Read-

Para 5 of Government Order No.G.4464-5/G.M.82-09-8 dated the 22nd February 1910, calling for a statement of overmakes of stationery articles, if any, purchased during the year 1909-10 on condition of the quantity being reduced from the next supply.

2. Letter No.78 dated the 26th July 1910, from the Superintendent of Stationery, forwarding the statement showing the quantity of overmakes in excess of 10 per cent allowed on the ordered quanity purchased during the year 1909-10.

Order thereon No.G.715-6/G.M.82-09-16 dated Bangalore 3rd August 1910.

Recorded with the observation that in future, while submitting for approval tenders for the supply of stationery the Superintendent should invariably state and denote in figures, the quanity of overmakes in excess of the 10 per cent limit purchased on condition of such quantity being deducted from the probable quanity proposed for the next supply.

(Sd) B. Ramaswamayya,

For Offg:Secretary to Govt.

The Superintendent, Government Stationery,
The Comptroller, Mysore Government.

G 715-6 / G.M. 82-09-16 dated 3rd Aug. 1910

III. — Economy in the use of stationery articles.

Proceedings of the Government of Mysore, General, dated 15th July 1896.

No. 777-801—Mis. 133, DATED, BANGALORE, 15TH JULY 1896.

ORDER.—D. O. papers and covers are intended to be used only by the officers to whom they are supplied.

2. Heads of departments and other officers concerned are therefore requested to see that these valuable papers and covers are not used by their clerks or other officials.

C. SREENIVASIENGAR,
Secy. to Govt., Gen. & Rev. Depts.

To—All Heads of departments.

Exd.—H.A.R.

1896-97

GOVERNMENT OF MYSORE

GENERAL

PROCEEDINGS

Dated 15th July 1896

No. 777-801 / Mis. 133

Issuing instructions regarding the use of D. O. papers and covers.

M.G.C.P.B.—20-7-96—400.

Proceedings of the Government of His Highness the Maharaja of Mysore.

Read:-

Docket No.287 dated the 27th February 1889, from the Superintendent of Government Stationery submitting a statement showing the number of candles issued to each office annually for the past five years .

No.10407-47/Mis.2281, dated Bangalore, 7th March 1899. Order thereon. From the marginally noted figures taken from the statement read above it would appear that there was a steady increase in the demand for candles from year to year till 1897-98, when an attempt was made to reduce the supply which was cut down from 17405 in the preceeding year to 14797 in 1897-98. A careful scrutiny of the statement however makes it clear that the supply admits of still further reduction by restricting the issue only to Heads of Departments and some of the principal subordinate officials who may at times have to work after sunset. The annual indents should thus be limited to the lowest possible requirements of each office and the supply should be regulated according to some recognised principle as striking variations are noticable in the quantity issued to different officers of the same or analogous grade without any apparent justification. The Superintendent of Stationery is requested to study the question carefully and favour the Government with his opinion after he has ascertained the practice obtaining elsewhere.

Year	No. of candles issued.
1893-94	12386
1894-95	14675
1895-96	14722
1896-97	17405
1897-98	14797.

Pending the issue of final orders on the subject, Government rely upon Heads of Departments, etc., for the enforcement of the strict economy in the use of candles obtained from the Stationery Depot, so as to reduce the expenditure under this

head as much as possible. The substitution of kerosine oil and lamps should be ordered wherever feasible.

(Sd) C.Srinivasaiengar,

Secretary to Govt, Gen & Rev Departments.

To

The Superintendent of Stationery,

The Heads of Departments,

The Deputy Commissioners of Districts,

The District and Sessions Judges.

10407-47
Mis. 2281 dated 7th March 1899.

No. G. 4611-59 / G.M. 105-10-14

GOVERNMENT OF H. H. THE MAHARAJA OF MYSORE,
GENERAL AND REVENUE SECRETARIAT.
Dated Bangalore, 8th February 1911.

CIRCULAR.

It is reported that, owing to the increasing demands of indenting officers on the Stationery Depot, it is difficult to gauge the annual requirements and that in consequence supplemental purchases have had to be made involving much inconvenience and expenditure. Government desire to impress upon all the indenting officers the necessity for drawing up their indents according to their requirements and for enforcing all possible economy in the use of the articles obtained by preventing any wilful wastage or extravagance.

2. In the case of officers mentioned in Rule 21 of the Stationery Rules laid down in G. O. No. G. 6011-60, dated the 27th May 1904, the indents should, in accordance with Rule 24, be carefully checked by the countersigning officers concerned with the above object in view.

3. Supplemental indents should, as far as possible, be avoided.

4. The Superintendent of Stationery should also take care to see that stationery articles are issued from the Depot strictly in accordance with Rule 64 of the Stationery Rules.

By Order,
C. S. BALASUNDARAM IYER,
Offg. Secy. to Govt., Gen. & Rev. Depts.

To—The Heads of Departments.
The Deputy Commissioners of Districts.
The Superintendent of Stationery in Mysore.

Exd.—C. R.

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1910-11

GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE

GENERAL (MISCELLANEOUS)

CIRCULAR

Dated 8th February 1911

No. G. 4611-59 / G. M. 105-10-14

Directs the Heads of Departments and Deputy Commissioners of Districts to draw up their indents for articles of stationery according to their actual requirements and to enforce all possible economy in their use, and also desires the Superintendent of Stationery to see that stationery articles are issued from the Depot strictly in accordance with Rule 64 of the Stationery Rules.

GPB—·25·4·11—250

S. O.

Indents for Stationery Articles.

No. G. 13957-14008—G. P. 24-12-9, DATED 11TH JUNE 1915.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

READ—

Government Proceedings No. G. 4611-59—G. M. 105-10-4, dated 8th February 1911, directing Heads of Departments and Deputy Commissioners to draw up their indents for articles of stationery according to their actual requirements and to enforce all possible economy in their use.

Order No. G. 13957-14008—G. P. 24-12-9, dated 11th June 1915.

The Superintendent of Stationery brings to notice that indents for stationery and printed forms are not drawn up in strict conformity with the requirements of the offices for which they are intended and that a great saving may be effected if such indents are properly prepared and examined before transmission to him as required in Rule 24 of the Stationery Rules published with Government Order No. 6011-60, dated 27th May 1904.

2. Government, in inviting the attention of the Heads of Departments and other officers concerned to the above rule and to the strict enforcement particularly of the provisions of Articles 42 to 45 and 58 of the rules issued in this behalf, desire to lay down the following additional specific instructions for their guidance:—

(i) The forms with the stock and issue register shall be in the personal custody of the Head Clerk (or Manager or Taluk or District Sheristedar) of the offices concerned under lock and key who will be required to make a certificate as to the correctness of the stock on hand and the issue at the time of the despatch of the indent, but this will not absolve the head of the office from his responsibility in the matter.

(ii) The annual indent should be prepared having regard not only to the sanctioned scale of annual supplies, but also to actual consumption and stock on hand.

3. The attention of the Superintendent will be invited to Rules 41 and 66 of the Stationery Rules now in force according to which he may at any time call for the receipt and issue registers in any office for examination or verification of indents and bring to the notice of Government any serious neglect or breach of the Rules.

4. The question of reduction and standardisation of forms is engaging the consideration of Government and separate orders will issue thereon in due course.

D. M. NARASINGA RAO,
Offg. Secy. to Govt., Gen. & Rev. Depts.

To—The Heads of Departments.
The Deputy Commissioners of Districts.
The Superintendent, Government Stationery.

Exd.—C. R.

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Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. G. 13957-14008—G. P. 24-12-9,
dated 11th June 1915

Indents for Stationery Articles.

Issuing specific instructions regarding the —.

GPB—21-6-15—450

S. O.

Indents for Stationery and Forms.

No. G. 10941-90—G. M. 350-15-2, DATED 3RD FEBRUARY 1916.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

READ—

Letter No. 884, dated 20th December 1915, from the Superintendent, Government Stationery, bringing to notice the difficulty in identifying indents for stationery and forms meant for several offices owing to information not being furnished in the indents regarding names of departments and offices for which they are meant, and requesting issue of necessary instructions in the matter.

Order No. G. 10941-90—G. M. 350-15-2, dated 3rd February 1916.

The attention of all indenting officers is invited to the necessity of filling in the forms of indents in detail so as to enable the Superintendent to check the indents in accordance with sanctioned scales and maintain proper accounts of issue and also to direct the consignments to the proper institutions.

In the case of indents by officers for offices or branches subordinate to them, detailed information should be furnished regarding the particular office or branch for which the indent is meant, the scale of establishment sanctioned for the office and such other details as are prescribed in the Stationery Rules and forms of indent.

D. M. NARASINGA RAO,
Secy. to Govt., Gen. Dept.

To—All Heads of Departments and heads of offices and Deputy Commissioners of Districts.
The Superintendent, Government Stationery.

Exd.—C. R.

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G.O. No. G. 10941-90—G. M. 350-15-2, dated 3rd Feb. 1916

Indents for Stationery and Forms

Issues instructions for the proper submission of —.

W. D. 2018—GPB—14-2-16—300

S. O.

Economy in the use of Articles of Stationery.

No. G. 11372-422 / G. P. 24-15-52

GENERAL AND REVENUE SECRETARIAT,
Dated Bangalore, 14th February 1916.

CIRCULAR.

The attention of all officers of all Departments is invited to Government Circular No. G. 1803-52, dated 19th August 1914, enjoining the greatest economy in the use of articles of stationery in all offices.

2. The need for such economy is daily increasing and Government hope that Heads of Offices will give their personal attention to the subject.

3. Great discrimination should be exercised in the use of different qualities of paper by the various classes of officers and officials and in the selection of paper for writing according to the importance of the subject matter.

By Order,

D. M. NARASINGA RAO,
Secy. to Govt., Gen. Dept.

To—The Heads of Departments.
The Deputy Commissioners of Districts.
The Superintendent, Government Stationery.

Exd.—C. R.

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

CIRCULAR.

G. O. No. G. 11372-422—G. P. 24-15-52, dated 14th February 1916.

Economy in the use of Articles of Stationery.

Directing all officers to exercise the greatest —

W D 2199—GPB—1-3-16—300

S. O.

Supply and Consumption of Stationery and Printed Forms.

No. G. 13209-269—G. M. 357-15-3, DATED 22ND MARCH 1916.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

READ—

Government Proceedings No. G. 6011-60, dated 27th May 1904, prescribing revised rules regulating the supply and consumption of stationery and printed forms in the public offices of the State.

Letter No. 4866—R. 276, dated 3rd January 1916, from the Comptroller to Government, submitting for the consideration of Government certain suggestions by which an appreciable saving may be effected in the consumption of stationery.

Order No. G. 13209-269—G. M. 357-15-3, dated 22nd March 1916.

The Superintendent, Government Stationery, who was consulted in the matter, is in general agreement with most of the suggestions of the Comptroller.

2. Government consider the suggestions to be well considered and are accordingly pleased to issue the following instructions in the matter of the supply of writing paper and covers :—

(i) Out of the D. O. note papers of different sizes to be issued to each office, 75 per cent will be issued in half sheets and 25 per cent in full sheets. The latter should be used only in cases of lengthy communications which cannot be included in the former.

(ii) Ordinarily, each note paper should be folded twice, first breadthwise and then lengthwise, before being placed in an envelope. For the ordinary half sheet D. O. note paper 7" × 4½", a new smaller sized envelope of a regulation size nearest to 3½" × 2¼" should be supplied. Envelopes of larger sizes than necessary should never be used. All communications, except urgent and immediate ones, issuing to an officer on the same day should be placed in one cover as far as practicable.

(iii) Note papers with flaps properly gummed should also be supplied, so as to be used in a large number of cases, and a saving effected in the envelopes.

(iv) For short routine communications, such as acknowledgments, reminders, etc., the use of Service Post Cards should be more largely resorted to than at present.

(v) In matters of routine correspondence in which it is not ordinarily necessary to keep copies, the communication received may be utilized for a reply and returned to the sender. For this purpose, suitable printed forms should be issued with headings for enquiry and reply.

3. The Superintendent, Government Stationery, is requested to take necessary action at once for the issue of note papers, envelopes etc., as indicated above.

D. M. NARASINGA RAO,
Secy. to Govt., Genl. Dept.

To—The Superintendent, Government Stationery Depot.
All the Heads of Departments and Heads of Offices.
The Deputy Commissioners of Districts and Presidents of District Boards and Municipalities and the Kolar Gold Fields Sanitary Board.

Exd.—C. R.

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. G. 13209-269—G. M. 357-15-3,
dated 22nd Mar. 1916

Supply and Consumption of Stationery and Printed Forms.

Issues instructions in the matter of — in the Public Offices of the State.

W D2454—GPB—4-4-16—250

IV. – Supplies

Proceedings of the Government of His Highness the Maharaja of Mysore.

Read:-

Docket No.435 dated the 10th April 1902, from the Superintendent of Stationery, stating with reference to para 2 of Government Proceedings No.16211/Mis.2296, dated 2nd April 1902 that there is a stock of quill pens in the Stationery Depot to meet the requirements of Heads of Departments and officers who alone will be supplied with them in future and suggesting that in future the supply of quills to clerks, etc,, of offices, who very rarely use them, be discontinued.

Also -

Docket No.658 dated 10th June 1902 from the Superintendent of Stationery stating in reply to this office No.18675/Mis.2768, dated 29th May 1902, that four quills may be allowed to all Heads of Departments and Secretariats and Civil and Criminal Courts and Deputy Commissioners of Districts and two nibs in palce of the usual number of goose quills now supplied, be allowed to others in addition to the nibs to which they are entitled under the existing rules.

No.3086-3125/G.F.40-97, dated Bangalore, 2nd September 1902.

Order thereon.- The proposals of the Superintendent mentioned above are sanctioned and communicated to Heads of Departments and Deputy Commissioners of Districts with the request that they will prepare their future indents according to the altered scale.

(Sd) H.V.Nanjundayya,

Secy., to Govt., Gen & Rev Departments.

To

The Superintendent of Stationery.
The Heads of Departments,
The Deputy Commissioners of Districts.

Proceedings of the Government of His Highness the Maharaja of Mysore.

Read:-

Docket No.483 dated the 10th April 1902, from the Superintendent of Stationery, stating with reference to para 2 of Government Proceedings No.18211/Mis.2396, dated 2nd April 1902 that there is a stock of quill pens in the Stationery Depot to meet the requirements of Heads of Departments and officers who alone will be supplied with them in future and suggesting that in future the supply of quills to clerks, etc., of offices, who very rarely use them, be discontinued.

Also -

Docket No.368 dated 10th June 1902 from the Superintendent of Stationery stating in reply to this office No.18578/Mis.2768, dated 20th May 1902, that four quills may be allowed to all Heads of Departments and Secretariats and Civil and Criminal Courts and Deputy Commissioners of Districts and two nibs in place of the usual number of goose quills now supplied, be allowed to others in addition to the nibs to which they are entitled under the existing rules.

3086-3125 dated 2nd Sept. 1902
G.F. 40-97

No.3086-3125/G.F.40-97, dated Bangalore, 2nd September 1902

Order thereon.- The proposals of the Superintendent mentioned above are sanctioned and communicated to Heads of Departments and Deputy Commissioners of Districts with the request that they will prepare their future indents according to the altered scale.

(Sd) B.V.Nanjundayya,

Secy., to Govt., Gen & Rev
Departments.

e Superintendent of Stationery.
The Heads of Departments,
The Deputy Commissioners of Districts.

READ AGAIN—

Government Proceedings No. 12810-45—Mis. 2715, dated the 1st April 1898, prescribing Rules for regulating the supply and consumption of Stationery and printed forms.

ALSO —

Paras 55 and 57 of Government Order No. Fl. 1150-92—18-01-02, dated the 7th February 1903, and Government Order No. 3975-7, dated the 21st April 1903, appointing a Committee consisting of 3 Members as noted on the margin, with instructions to report on certain points connected with the supply and use of Stationery.

Rao Bhadur Mr. C Madiah.
Mr. H. V. Nanjundayya, M.A., M L.
Mr. G. Hume Wright.

ALSO—

Letter of the Committee dated April 1904,

With reference to paragraphs 55 and 57 of Government Order No. Fl. 1150-1192—18-1901-02, dated 7th February 1903, we beg to submit the following report for the information and orders of Government.

2. As Mr. B. K. Venkatavaradaiengar excused himself, Mr. H. V. Nanjundayya was appointed as a Member of the Committee in his place by Government Order No. R. 3975-7, dated 21st April 1903. As this work had to be done in addition to our usual duties, we found considerable difficulty in selecting days on which we could all three contrive to meet together for this work. This and the fact that we had to examine and compare personally a large number of forms, and many specimens of paper and other articles, before making the suggestions we have adopted, accounts for the delay in the submission of this report, which nevertheless we regret.

3. The first thing we are asked to consider is, what kinds of paper may be used in all the offices in the State and for what purposes. Our suggestions are contained in Appendix A of the draft rules we have submitted along with this report. The corresponding appendix of the old rules has been revised and improved. We have omitted some kinds that were hardly ever used, and a few that were considered to be too costly for the purposes for which they were meant, and could easily be replaced by other kinds at less cost. The description of the different sorts of paper has been revised so as to be well understood and identified. Paper of English make being generally very much more costly than similar paper obtained from the Indian mills, we have, as a rule, retained the English papers only where an equally good kind cannot be had locally. We are informed that this is the practice obtaining at present in British India. For permanent records, hand-made English paper we consider to be the best; and so we have recommended this for the registers of the Registration Department, though, on the suggestion of the Inspector General, the Government has been pleased to replace this by a very much cheaper and inferior class of Indian machine-made paper. The objection against the hand-made paper seems to have been that it is difficult to write on it as the pen does not glide smoothly, and that the size of the books was very large. The latter inconvenience can be easily remedied by reducing the size of the paper. We think that the other objection is somewhat exaggerated, and can be minimised or altogether removed by using clean and good pens and non-greasy inks. Another change we have suggested is to supply only the English made letter paper as it is much better finished than the Indian article, and as the cost is inconsiderable. For a similar reason, we are for envelopes being given for demi-official correspondence to all officers and not merely to those at the Head-quarters of Government as at present. In this connection, we may explain

that we have omitted mention of the red seal for the Secretariat, as we find that the embossing with it can be done at a small fraction of the cost and equally well in the Government Press when required, and there is no need to obtain embossed paper and covers from England.

4. Under the head of Indian papers, we have omitted some cheap kinds which are considered to be too bad in quality for the purpose intended. For example, the cover paper for school books, we have suggested, should be glazed and of better weight than hitherto. We have also laid down that the so-called French foolscap should be supplied for general correspondence only in the ten-pound quality, the inferior eight-pound paper being supplied only for Kannada correspondence which generally has to assort with the papers received from taluks, where inferior paper is at present being used. Though the matter does not fall within the purview of our work, we would take this opportunity of suggesting that if paper is supplied to the taluks also from the Stationery Department, probably a better and uniform quality can be obtained for them at the same cost as at present. We have not considered ourselves bound to suggest only what would save cost, but we believe that there will be a substantial saving if these proposals are carried out.

5. The second matter referred to us is to suggest modifications that the present Stationery Rules may require. They were issued with G. O. No. 1280-45—Mis. 2715, dated 1st April 1895, and seem to have been adopted from the rules in force in Madras. A comparison of the draft submitted herewith, with the rules in force, will indicate the alterations that we consider desirable. The chief of them are noticed here. Rule 9 lays down certain directions for economising the uses of paper. They are not complete as they stand, and as they would come better in Appendix A, we have removed them from the body of the rules. The lists of officers given in Rules 21 and 22 have been slightly revised, so as to make them consistent with the usual routine of official correspondence. The revised Rule 46 modifies Rule 48 so as to restrict the power of the Heads of Departments to introduce new forms to such as may fall under any rule or regulation in force. Rule 47 also proposes to place a slight restriction by requiring that the printing of matter therein mentioned should be sanctioned in the General Department of Government. The present Rules 60 and 61 have been omitted as they are not related to the subject-matter of these rules, and 62, as unnecessary. The new Rule 64 is one of some importance. Though there is at present no express authority, the Superintendent has usually been using some discretion to reduce the quantity of stationery articles indented for. If the directions for making up the indents are carefully followed and the indents duly checked by the Heads of Departments, we consider that a further power of reduction by the Superintendent is both unnecessary and invidious. We have therefore proposed to remove this anomaly.

6. A few alterations are proposed with regard to the miscellaneous articles supplied from the Stationery Department. The supply of goose-quills is restricted in accordance with the recent Order of Government. What is styled country tape is altogether removed from the list, as the article which is being made in the Jail is very crude, and is actually more costly than the better article. We find that the black ink powder now supplied produces a very inferior article; and though we have not expunged it from the list, we would recommend that Saliah Mahamed's blue-black ink or Saliah Mahamed's blue-black ink powder be supplied for districts, doing away with Parole Maxim's ink powder, which is inferior and more expensive, or some other fluid ink may be supplied, and this is not likely to entail any considerable additional expenditure. We believe that, if left to themselves, most of our officers will be able to procure better ink than we are giving locally. We may perhaps observe that in spite of our forests producing the very best materials required for making them, the best articles of such simple character as ink, sealing wax and liquid gum have to be imported from Europe. Complaints are often made about the quality of the steel nibs generally given; but we find that a variety of them are purchased by the Department, and as the taste and style of writing differ so widely, we consider it almost impossible to remove such petty annoyances. Individual tastes

could be easily met, if officers who are particular would send specimens of their pens to the Superintendent. The candle-stands now supplied are such as are out of date and waste the candles unnecessarily. We propose to substitute spring stands for them. To suit these new lamps, the candles to be purchased will be the smaller kind taking 8 to the pound.

7. We examined all the printed forms at present in use to see whether any change was required in the quality of the paper used for them. In a few cases only, we found it necessary to make any alteration. This part of our work took a great deal of our time, and we were assisted by officials deputed by the Heads of the Departments concerned. The paper approved for each form has been noted for the guidance of the Printing Department. In a general way, we also examined the accounts kept in the Stationery Department. They seem to be in suitable forms on the whole. We would, however, suggest that the Daily Issue Book be divided into two or three separate parts, so that the articles most in demand may all appear in one place, and those of which there would be comparatively few entries to make, in another. It would also be convenient to enter the articles in the Stock Book in the same order, and with the same numbers as in the Appendix A of these rules. The stock is at present annually taken by the Superintendent himself, and a report made to Government. We consider this the proper and sufficient course; but perhaps as in the case of Treasuries, an occasional examination by an outside officer deputed by Government may be a useful innovation. A recent Order of Government has laid down, in accordance with a suggestion of the Comptroller, that a biennial audit of the accounts would be sufficient. We beg, however, to state that, in our opinion, a yearly audit as in the case of all State Departments generally is very desirable. In the matter of accepting contracts and approving specimens for the supply of stationery articles also, we consider that the present practice of the Superintendent being associated with the General Secretary to Government should be continued.

8. In conclusion, we may perhaps add as the result of our investigations, that we could find very little to justify the conclusion intended by the remark in Mr. Kiernander's report, that there is any general extravagance or abuse in the expenditure of paper, either in the Stationery Department or generally in the offices of the State.

No. G. 5971—6010, DATED BANGALORE, 27TH MAY 1904.

ORDER THEREON.—In para 55 of their Order of 7th February 1903, the Government entrusted to a Committee (the composition of which was subsequently modified) the duty of submitting a report as to the extent to which and the particulars in which the existing rules regarding the supply and use of stationery required modification. The Committee was also asked in para 57 of the Order to investigate the possibility of reducing the work in connection with the printing of forms, etc. The Committee has not dealt with the latter question in the report submitted by them; but as the matter will come up for consideration separately in connection with a report furnished by Mr. Fisher of the Madras Government Press, this need not further be adverted to here.

2. The recommendations of the Committee in regard to the supply and use of stationery are generally suitable and are approved, subject to the remarks subjoined on a few special points:—

(1) As regards letter papers and covers embossed with the red seal, Government do not consider that the omission of the same is desirable, and they direct that provision be made for obtaining embossed papers and covers from England as hitherto. The supply of these must, however, be restricted to the Secretariats and their use economised as far as possible.

(2) The views of the Revenue Commissioner and the Deputy Commissioners of Districts will be invited as regards the desirability of supplying paper to Taluk offices from the Stationery Depot.

(3) Saliah Mahamed's blue-black ink powder will for the present be substituted for the powder now supplied, which is reported to be a very inferior article.

(4) The Comptroller will be requested to state whether he can arrange for an annual audit of the accounts of the Depot instead of a biennial audit, the former being in every way more advantageous.

(5) The draft rules submitted by the Committee are approved with a few alterations and will be issued under a separate order.

(6) The Government are pleased, in conclusion, to note the care and patience with which the Members of the Committee have done their work.

L. ANANTASAMI RAO,
Offg. Secy. to Govt., Gen. & Rev. Depts

To—The Superintendent, Government Stationery Depot.
Rao Bahadur Mr. C. Madiah.
Mr. Justice H. V. Nanjundayya, M.A., M.L.
The Comptroller to the Government of Mysore.
The Revenue Commissioner in Mysore.
The other Heads of Departments.
The Deputy Commissioners of Districts.

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1903-04

GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE

GENERAL

PROCEEDINGS

Dated 27th May 1904

No G. 5971—6010

Passing orders on the recommendations of the Committee appointed to report on certain points connected with the supply and use of Stationery in Public Offices in the State.

SBP—22-6-04—200

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Proceedings of the Government of His Highness the Maharaja of Mysore, General Miscellaneous, dated 29th October 1904.

READ—

Government Proceedings No. G. 6597-605, dated the 30th June 1904, requesting the Heads of Departments to state whether there is any real necessity for file boards in their offices and if so, what would be the probable quantity and the approximate value of the boards which may be required by each.

ALSO :—

Replies from the various officers addressed on the subject.

No. G. 2348-87—G. F. 45-03-04, DATED BANGALORE, 29TH OCTOBER 1904.

ORDER THEREON.—The estimates of requirements in regard to file boards submitted by the various Heads of Departments exhibit considerable variations, due obviously to the fact that the purpose served by file boards is not properly understood in some cases. These boards are only to be used for the more convenient handling of current correspondence which would otherwise have to be folded up. When papers are finally or for the time being disposed of, the file boards should be withdrawn, and the papers stitched into books with a thick cartridge or other paper-cover, with the subject matter written on the facing sheet. The file boards so withdrawn will then become again available for use in connection with other current papers. If it is understood that file boards are not intended to be used for preserving papers in the record room, a considerable curtailment of the requirements of Heads of Offices for boards, should become possible.

With these observations, Government are pleased to direct that the Head of each office of or corresponding to or above that of a Deputy Commissioner, be given, to start with, such a number of file boards not exceeding 100 as he may apply for. As the same boards can with care continue to be used till they become damaged, it is not necessary to provide for a regular annual supply; but spoilt or damaged boards will be replaced by fresh ones by the Superintendent of Stationery on application made by the officer concerned at the beginning of each official year.

B. K. VENKATAVARADAIYENGAR,
Secy. to Govt., Gen. & Rev. Dept.

To—The Superintendent of Stationery.
The Deputy Commissioners of Districts.
Other Heads of Departments.

Exd.—G.S.

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1904-05

GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE

GENERAL (MISCELLANEOUS)

PROCEEDINGS

Dated 29th October 1904

No. G. 2348-87 / G. F. 45-03-04

Sanctioning the supply of file boards to Heads of Departments of and above the rank of Deputy Commissioners and pointing out the utility and scope of file-boards in Public Offices.

SBP—9-11-04—250

Read

Letter No. 4741 dated the 18th July 1905 from the Chief Engineer in Mysore requesting that the Superintendent of Stationery may be authorised to issue to each Public Works Division Office 100 file boards under Government Proceedings No. G. 2348-87/G.F. 45-03-04 dated the 29th October 1904 as without them it is difficult to handle big files.

ORDER THEREON. No. G. 483-4/G.M. (368-2) dated 26th July 1905.

Government are pleased to direct that Executive Engineers in charge of Public Works Divisions shall be deemed to be officers entitled to a supply of file boards under the terms of Government Order No. 2348-87/G.F. 45-03-04 dated 29th October 1904.

$\frac{G\ 483\text{-}4}{G.m.\ 36\text{-}2}$ dated 26th July 1905

Memo No. G. 4250/G.M. 36-05-6 dated 8th March 1906.

x x x x x x x

The restriction regarding the supply of file boards contemplated in the Government Order of the 29th October 1904 is not applicable to the Secretaries to Government in any department.

Memo No 54250 dated 8th March 1906
G.M. 36-05-6

Proceedings of the Government of His Highness

the Maharaja of Mysore.

Read:-

Letter No.519 dated the 9th January from the Superintendent of Stationery bringing to notice that the Comptroller has applied for the supply of 2500 skeleton file boards for the use of his office and requesting that, as there is no stock of straw boards, marble paper, etc., required for the same sanction may be accorded to the purchase from the current year's contractors of 1500 straw boards of 2 lbs. each, 6 reams of marble paper and 5000 yards of white tape at 4 pies a yard.

2. Letter No.3971/R.208 dated the 11th January 1912 from the Comptroller, Mysore Government referring to the above and requesting the supply of 2500 skeleton file boards required for the use of his office in connection with the sorting of his office records and the arrangement of the same in the form of books to be placed on the new irom racks that are being put up.

3. Correspondence ending with letter No.4270/R.225 dated the 24th January 1912 from the same officer stating that 1400 file boards have already been supplied to his office by the Superintendent under the authority of Government Order No.G.3354-5/G.M.82-11-16 dated the 13th December 1911 and that the 2600 boards now indented for are in addition to the above mentioned supply of 1400 boards.

Order thereon No.G.5260-1/G.M.82-11-25

Dated Bangalore 3rd April 1912.

The order of the 13th December 1911 under which the Superintendent is stated to have supplied the Comptroller with 1400 skeleton file boards did not convey sanction for the supply of any particular number of boards to the Comptroller or any other officer, but it merely authorised the Superintendent to purchase 3000 straw boards . The supply of boards being governed by the

instructions set forth in Government Order No.G.2348-87/G.F.45 of 03-04 dated the 29th October 1904, the Superintendent should have obtained the orders of Government before making the supply of 1400 boards to the Comptroller. The Superintendent is further informed that any requisition for the supply of a number of file boards over and above the limit of 100 prescribed in the order of the 29th October 1904 and for a purpose other than that contemplated therein should invariably receive the sanction of Government thereto.

2. In the present case it is understood that the straw boards are required specially for preserving loose vouchers which cannot conveniently be dealt with in the manner described in the ~~manner~~ Government Order of 1904, that when vouchers are destroyed periodically the boards set free would be available for use and no fresh supply would be necessary except to replace damaged boards In the circumstances, Government accord sanction to the purchase of 1500 straw boards and other articles asked for in the first of the letters read above and as a special case, to the supply of 2500 skeleton file boards to the office of the Comptroller.

(Sd) B.Ramaswamayya,
For Officiating Secretary.

To

The Superintendent of Stationery,
The Comptroller, Mysore Government.

[illegible] set forth in Government Order No.G.5548-87/G.F.45 of 03-04 dated the 29th October 1904, the Superintendent should have obtained the orders of Government before making the supply of 1400 boards to the Comptroller. The Superintendent is further informed that any requisition for the supply of a number of file boards over and above the limit of 100 prescribed in the order of the 29th October 1904 and for a purpose other than that contemplated therein should invariably receive the sanction of Government thereto.

2. In the present case it is understood that the straw boards are required specially for preserving loose vouchers which cannot conveniently be dealt with in the manner described in the ~~[illegible]~~ Government Order of 1904, that when vouchers are destroyed periodically the boards set free would be available for use and no fresh supply would be necessary except to replace damaged boards. In the circumstances, Government accord sanction to the purchase of 1500 straw boards and other articles asked for in the first of the letters read above and as a special case, to the supply of 2500 skeleton file boards to the office of the Comptroller.

(Sd) B.Ramaswamayya,

For Officiating Secretary.

The Superintendent of Stationery,

The Comptroller, Mysore Government.

G 526.-1 / G.m. 82-11-25 dated 3rd Apl. 1912

Proceedings of the Government of His Highness the Maharaja of Mysore,

READ—

I. Government Proceedings No. G. 1223-63—G. M. 270-06-91, dated the 24th August 1908, directing the supply of typewriting and carbon papers to Heads of Departments from the Stationery Depot, as a tentative measure for a period of two years.

READ—Letter No. 1782, dated the 11th March 1907, from the Chief Engineer in Mysore, suggesting in the interests of Government that arrangements be made by the Government Stationery Depot for stocking and supplying typewriting materials required by all Government Offices.

(2) Letter No. 616, dated the 27th March 1907, from the Superintendent of Stationery, stating that he agrees with the Chief Engineer in thinking that there would possibly be some saving to Government if typewriting materials were supplied through the Stationery Depot.

No. G. 1223-63—G. M. 270-06-91, DATED BANGALORE, 24TH AUGUST 1908.

ORDER THEREON.—In the General and Revenue Secretary's Memo No. G. 6159-98—G. M. 217-06-4, dated the 6th April 1907, the opinion of the Heads of Departments and Deputy Commissioners of Districts was invited on the proposal to arrange for the supply of typewriting materials to all offices in the State through the Stationery Depot. They were also requested to state their annual requirements of such materials and the cost incurred on that account during the last three years. The opinions received were for the most part in favor of the proposed change. On the data available, the Superintendent of Stationery expressed the opinion that the proposed consolidated supply would result in savings to Government, and recommended that only typewriting and carbon papers should be purchased and supplied to various departments using typewriting machines, and that the present practice of buying other sundry articles required by the different offices might be continued, as it would not be economical to procure them in small quantities, so as to suit different kinds of machines used in different offices. Thereupon the Heads of Departments and Deputy Commissioners of Districts were informed that it was proposed to issue annually from the Government Stationery Depot typewriting and carbon papers which might be required by each office, the grant under "Contingencies" of each such office being reduced to the extent of the cost of the supplies made. The several replies received show that opinions as regards the reductions in their contingent grants are divided.

2. With a view to obviate the necessity of immediate and arbitrary deductions from the contingent grants of offices all over the State, to which course certain objections seem to exist, and taking into consideration other circumstances, Government are pleased to sanction the following tentative arrangements for the supply of typewriting and carbon papers from the Government Stationery Depot.

3. The Superintendent of Stationery will make wholesale purchases of typewriting and carbon papers from out of the year's Stationery grant and stock the same in the Depot. The Heads of Offices using typewriting machines should, in future, obtain on indent, once every quarter the quantity of typewriting and carbon papers required by them during the subsequent quarter, so that, as far as possible, the whole year's supply may be indented for and obtained three months before the expiry of the official year, *i.e.*, by the 31st March of every year. The cost of each supply will be made known to the indenting officer at the time the articles are issued to him, but will not be included by him in the total contingent expenditure of his office; the necessary reduction on account of the articles supplied being made in the contingent grant of each office during the last quarter of the year as directed below.

4. In the month of April every year, the Superintendent of Stationery should prepare a reappropriation statement reducing the grants of the several offices supplied and increasing his own grant to the extent of the supplies made and should submit it for the sanction of Government.

5. If the wholesale purchases are properly regulated, Government have no doubt that very little stock will remain in the Depot after March in each year; but if anything should remain, reference can be made to the General and Revenue Secretariat and other large offices with a view to the balance of stock being distributed among them, their grants being correspondingly reduced for the increase of the Superintendent's grant if absolutely necessary.

6. Typewriting materials other than those specified above may be purchased, as usual, from the contingencies of each office.

7. The above arrangements will be tried for a period of two years by which time, it is hoped, an accurate estimate of the requirements of each office can be formed.

8. The Superintendent of Stationery is requested to submit a report on the working of these arrangements at the end of the current official year.

II. Government Proceedings No. G. 2446-93—G. M. 67-10-2, dated 11th October 1910 directing the continuance of the above arrangement for a further period of two years, and calling for a report at the end of that period.

III. Letter No. 53, dated 24th July 1912, from the Superintendent, Government Stationery, forwarding his report on the working of the scheme during the previous period of two years, and recommending that the system may be made permanent and the articles, *viz.*, typewriting and carbon papers, included in Appendix A, of the Stationery Rules published with Government Order No. G. 6011-60, dated 27th May 1904, under general supplies, and requesting that the budget grant of the Stationery Department may be increased by Rs. 3,000 as there is a tendency for increase in the use of these articles in the several offices.

No. G. 4645-93—G. M. 60-12-54, DATED BANGALORE, 12TH FEBRUARY 1913.

ORDER THEREON.—In the General and Revenue Secretary's Circular Memo No. G. 1052-113—G. M. 60-12-3, dated the 22nd August 1912, the attention of the Heads of Departments was drawn to the orders read above and their opinion was invited on the proposals of the Superintendent of Stationery contained in his letter dated 24th July 1912. It is seen from the replies received that there is general agreement that the system now in operation may be made permanent. In these circumstances, and in view of the obvious advantages of a system of wholesale purchase of these papers direct from the manufacturers, and their distribution through the Stationery Department to the several offices, the Government are pleased to approve of the arrangements detailed in the Stationery Superintendent's letter read above and direct that the system which has been in force experimentally, for the past four years, be made permanent.

2. The Superintendent, Government Stationery, is authorized to include in the Stationery budget for 1913-14 an additional provision of Rs. 3,000 to meet the charge on this account.

3. The Comptroller to Government is requested to arrange for reducing the contingent grants of the several offices to the extent of the cost of the articles supplied to them, in the manner prescribed in paras 3 and 4 of the Government Order of the 24th August 1908 first read above.

4. As it is reported by several of the officers that the papers supplied to them have been somewhat inferior, the Superintendent of Stationery is requested to see that the papers purchased and supplied are suitable and of the proper quality.

K. R. SRINIVASIENGAR,
Offg. Secy. to Govt., Gen. & Rev. Depts.

To—The Superintendent of Stationery in Mysore.
The Comptroller to Mysore Government.
The other Heads of Departments.
The Deputy Commissioners of Districts.

Exd.—C. R.

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1912-13

GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE

GENERAL (MISCELLANEOUS)

PROCEEDINGS

Dated 12th February 1913

No. G. 4645-93 / G. M. 60-12-54

Directing that the system of supplying typewriting and carbon papers to all offices using typewriting machines, direct from the Government Stationery Depot, be made permanent and prescribing the procedure for the reduction of office contingencies to the extent of such supplies.

GPB—20-2-13—450

Proceedings of the Government of H. H. the Maharaja of Mysore.

Read:-

Letter No.213/10 dated the 8th July 1915 from the Registrar, Chief Court, requesting sanction of Government to the purchase of carbon paper by the several civil courts in the State for making copies of sale proclamations in Execution cases as the use of carbon paper not only saves much time and clerical labour but also ensures the correctness of copies.

Correspondence ending with letter No.2774/209 dated 10th December 1915 from the same officer stating that the black variety of carbon paper available in the Government Stationery Depot is reported to suit the purpose and requesting that the Superintendent of Stationery Depot may be directed to supply all the Civil Courts in the state on their requisition with the black variety of carbon paper.

Order No.J.3071-2/Cts.35-15-4 dated Bangalore 7th February 16.

The Superintendent of Stationery Depot will supply the Civil Courts on their requisition with the black variety of carbon paper available in the Depot. The Chief Court may instruct the subordiante Civil Courts to include in their future yearly indents for stationery articles the quantity of carbon sheets required during the year.

(Sd) G.Srinivasa Iyer,
For Secretary to Government,
General Department.

To

The Registrar, Chief Court of Mysore,
The Superintendent, Government Stationery Depot.

Proceedings of the Government of His Highness the Maharaja of Mysore, General (Miscellaneous), dated 12th August 1914.

READ—

Letter No. 1646, dated the 14th February 1914, from the Officiating Chief Engineer of Mysore, forwarding certain correspondence received from the Comptroller, Public Works Branch, in the matter of local purchase of tags by officers who are not supplied with this article by the Stationery Depot, and requesting orders of Government as to whether Superintending Engineers of Circles and Executive Engineers of Divisions are prohibited from purchasing tags when necessary under the authority of the Chief Engineer, seeing that the supply of this article is restricted to Secretariats and Heads of Departments by Government Order No. G. 6011-60, dated the 27th May 1904, Appendix A, item 94, page 11.

No. G. 1360-70—G. M. 73-13-134, DATED BANGALORE, 12TH AUGUST 1914.

ORDER THEREON.—In the improved mode of arranging and handling official papers now obtaining in the more important offices under the Government, tags are found safer and handier than pins; and the Government are accordingly pleased, in modification of the provision contained in the Stationery Rules, to order the supply of cotton tags from the Stationery Depot, to all officers of and above the rank of Deputy Commissioners and of Executive Engineers in the Public Works Department, on annual indents along with other articles of stationery. In view of the costliness of the article, indenting officers are requested to use these only when absolutely necessary and keep their indents at a minimum. The Superintendent, Stationery Depot, will bring to the notice of Government, cases in which he considers that tags are extravagently indented for.

D. M. NARASINGA RAO,
Offg. Secy. to Govt., Gen & Rev. Depts.

To—The Chief Engineer in Mysore.
The Comptroller, Mysore Government.
The Deputy Commissioners of Districts.
The Superintendent, Government Stationery.

Exd.—C. R.

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1914-15

GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE

GENERAL (MISCELLANEOUS)

PROCEEDINGS

Dated 12th August 1914

No. $\frac{\text{G. 1360-70}}{\text{G. M. 73-13-134}}$

Extending the supply of cotton tags to all officers of and above the rank of Deputy Commissioners and Executive Engineers.

GPB—20-8-14—250

Proceedings of the Government of His Highness the Maharaja of Mysore.

Read again:-

Government Order No.7466-76/L.S.36-11-5 dated 7th June 1913 approving of the proposal of the Superintendent of Revenue Survey and Settlement in Mysore for the supply of village maps to shanbhogues.

R e a d:-

Letter No.16 dated 26th July 1913 from the Superintendent of Revenue Survey and settlement in Mysore requesting permission to obtain from the Government Stationery Depot during the current year 1913-14 50 pieces of long cloth, each piece measuring 40 yards for mounting the maps of villages in taluks already brought under revision settlement, before issue to shanbhogues, in addition to the usual indent of 40 pieces of long cloth and soliciting sanction to his indenting for 50 pieces annually from next year (1914-15 in lieu of the usual indent of 40 pieces required for mounting the maps of villages in Taluks where resurvey operations are in progress.

Order thereon No.R.2210-12/L.S.3/13/2 Dated Bangalore 9th September 1913.

Government are pleased to sanction the additional supply of long cloth being made from the Stationery Depot asked for by the Superintendent of Revenue Survey during the current year 1913-14 and also to raise the quantity of the indent therefor from 40 to 50 pieces from the next year(1914-15).

The source from which the cost of the additional quantity of 50 pieces has to be met will be indicated later on.

(Sd) C. Venkat Rao,
For Secretary to Government.

To

The Superintendent, Mysore Revenue Survey & Settlement,
The Superintendent, Government Stationery Depot.
The Comptroller, Mysore Government.

R 2210-12 dated 9th Sept. 1913
L.S. 3-13-3

V. – Miscellaneous

Proceedings of the Government of His Highness the Maharaja of Mysore (General),—dated 10th January 1893.

READ:—

Correspondence ending with Letter No. 729, dated 14th September 1892, from the Superintendent of Government Stationery in Mysore.

No. 11306-357—G. 2386-92, DATED BANGALORE, 10TH JANUARY 1893.

ORDER THEREON.—The papers read above, relate to delays in officers returning duly receipted, invoices of stationery, printed forms and registers issued from the Government Press and Stationery offices.

2. The individual case brought to notice has arisen in the office of the Executive Engineer, Kolar Division, to which certain printed forms were sent on the 7th, 22nd and 25th March last, and the invoices were not returned receipted till 22nd August following. The delay is unaccountable. The Chief Engineer will be requested to inquire and take necessary notice of it.

3. Government desire that Heads of Departments will impress upon officers subordinate to them, the necessity for returning invoices duly receipted immediately after receipt of the articles therein advised. If the articles are not received within a reasonable time, the fact should be at once brought to the notice of the Superintendent of Stationery. Delays in either case are equally inconvenient and embarrassing to the Press and Stationery Departments and should be avoided as much as possible.

Chief Secretary.

To—The Superintendent of Stationery.
The Chief Engineer in Mysore.
The Deputy Commissioners of Districts.
All Heads of Departments.

Exd.—M.A.

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1893.

GOVERNMENT OF MYSORE.

GENERAL.

PROCEEDINGS.

Dated 10*th January* 1893.

No. 11306-357. / G. 2386-92.

Directing that officers should return without delay duly receipted, invoices of Stationery, printed forms and registers issued from Government Press and Stationery Offices.

Mysore Govt. Central Press, Bangalore.—19-1-93.—120.

Proceedings of the Government of His Highness the Maharaja of Mysore, General (Miscellaneous), dated 18th March 1909.

READ—

Letter No. 586, dated the 17th February 1909, from the Superintendent of Stationery, stating that applications for supply of stationery unsupported by the previous sanction of Government, are being received from newly created offices and that this leads to unnecessary correspondence, and suggesting that whenever stationery is required to be supplied to such offices, the instructions of Government in the matter may be invariably sent to him and requesting permission to his complying with the requisitions of the Chief Commandant and the Deputy Commissioner of the Chitaldrug District for supply of stationery to the Superintendent, Military Stores, and to the Assistant Engineer attached to the Chitaldrug District on account of the present distress respectively.

No. G. 5252-90—G. M. 37-08-53, DATED BANGALORE, 18TH MARCH 1909.

ORDER THEREON.—All requisitions for the supply of stationery to newly created offices should receive the sanction of Government in the General Department. Indents from such offices for supply of stationery not supported by such sanction will not be complied with by the Superintendent of Stationery.

2. The stationery required for the Assistant Engineer temporarily attached to the Chitaldrug District may be supplied for use during the current official year.

3. The Chief Commandant is requested to issue the stationery required for the use of the Military Stores from his own office indent, drawing the supply if need be from the Stationery Depot on a supplemental indent.

K. S. CHANDRASEKHARA AIYAR,
Secy. to Govt., Gen. & Rev. Depts.

To—The Superintendent of Stationery in Mysore.
The Chief Commandant, Mysore State Troops.
The Deputy Commissioner, Chitaldrug District.
The Heads of Departments and Offices.

Exd.—C. R.

1908-09

GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE

GENERAL (MISCELLANEOUS)

PROCEEDINGS

Dated 18th March 1909

No. G. 5252-90 / G. M. 37-08-53

Directing that all requisitions for the supply of stationery to newly created offices should receive the sanction of Government in the General Department that the stationery required for the Assistant Engineer temporarily attached to the Chitaldrug District be supplied for use during the current year from the Stationery Depot and that the stationery required for the Superintendent, Military Stores, be issued by the Chief Commandant from his own office supply.

Proceedings of the Government of Mysore, General, dated 16th April 1898.

READ—

1. Letter No. 212, dated 24th September 1896, from the Superintendent, Government Press, forwarding copy of a requisition from the Excise Commissioner, Mysore, for printing addresses on 1,000 covers, and observing that it is becoming difficult to decide for whom such work should be done and for whom not, and that work of this kind is a great waste of the resources of the Press and an obstruction to more important work.

2. Letter No. 254, dated 8th October 1896, from the Superintendent, Government Press, enquiring if the Comptroller's request for printing the words "Office of the Comptroller of Mysore, Bangalore, —189 " on Government note papers to be used by him, may be complied with, and observing that all graded officers may wish to have a similar heading printed on their office note papers.

3. Letter No. 5123—288, dated 16th January 1897, from the Inspector General of Education in Mysore, stating that objection was taken by the Suprintendent, Government Press, to the requisition made for printing a form prescribed by him (Inspector General of Education) on the ground that sanction of Government therefor had not been obtained, and enquiring whether the Head of a Department may not be authorized to introduce new forms required for the efficient working of his department and to get them printed at the Government Press.

4. Letter No. 4592—193, dated 27th February 1897, from the Registrar of the Chief Court of Mysore, recommending the modification of the rule prohibiting the printing of covers and headings, and stating that the practice of getting covers printed obtains in almost all the offices located at headquarters, and that it is desirable it should be continued as it saves the time and labor involved in writing out the addresses.

5. Letter No. 468, dated 20th March 1897, from the Superintendent of Stationery, stating that the two Superintending Engineers have, in their indents for printed forms for 1897-98, applied for supply of a large number of office memos, covers, letter headings, &c., not prescribed by Government, which require an aggregate quantity of about 54 reams of paper, and requesting instructions as to whether such requisitions may be complied with.

6. Letter No. 9, dated 3rd July 1897, from the Deputy Commissioner, Hassan district, bringing to notice the objection taken by the Superintendent, Government Press, to printing dockets with the words "From the Deputy Commissioner.....District. To the Secretary to the Government of Mysore, General and Revenue Departments, Bangalore," on the ground that the special sanction of Government had not been obtained, and requesting that the Superintendent may be instructed to comply with the requisition.

7. Letter No. 380, dated 17th November 1897, from the Officer in charge of Government Press, forwarding correspondence between the Executive Engineer, Bangalore Division, and himself, in regard to the requisition made by the former for printing addresses on covers for him, and enquiring whether such requisitions from Heads of Departments, other than the Secretaries to Government, may be refused absolutely, as work of the kind if required to be done for all of them, may retard other important work.

8. Letter No. 636, dated 2nd March 1898, from the Superintendent, Government Press, stating that blank docket forms are supplied to all District Offices, and with reference to the form required by the Deputy Commissioner of Hassan, inviting attention to the remarks of Mr. Bidulph that "officers for whom a standard form would serve perfectly well with one or two blanks to make it suitable to different offices or districts insist upon having forms specially printed for their own offices or districts.

9. Letter No. 674, dated 15th March 1898, from the Superintendent, Government Press, enquiring whether the requisition of the Geological Department for printing letter heading on blank papers may be complied with.

READ AGAIN—

1. Docket No. 10428—Mis. 1459, dated the 11th March 1896, to the Deputy Commissioner, Hassan district, informing him with reference to his application of 12th October 1895, for the printing of addresses on covers, that this is prohibited by Rule XXXIII of General Circular No. 8277—G. 141, dated the 16th November 1877.

2. Proceedings of Government, No. 12053-55—Mis. 2853, dated 24th March 1898, desiring the Superintendent, Government Press, to print addresses on covers for the Chief Court and for the Excise Commissioner in Mysore, pending the revision of the Stationery Rules of 1876.

No. 13258-93—Mis. 2834, DATED BANGALORE, 16TH APRIL 1898.

ORDER THEREON.—The Superintendent, Government Press, and the Officers concerned are referred to the Revised Rules for regulating the supply and consumption of stationery and printed forms, issued with Notification No. 12810-45—Mis. 2715, dated the 1st instant.

2. Adverting to Rule 49 of the Rules aforementioned, relating to printing of addresses on covers, &c., Government are pleased to direct that such requisitions received from the Secretariat Offices and Heads of Departments only be complied with by the Superintendent of the Press. In availing themselves of this special sanction, it is hoped that the officers concerned will try to give the Press as little additional work as possible, so that other and more important work may not materially suffer on this account.

3. As regards new forms prescribed by Heads of Departments, attention is drawn to Sections 48, 57 and 58 of the Revised Rules.

C. SREENIVASIENGAR,
Secy. to Govt., Gen. & Rev. Depts.

To—The Superintendent, Government Press, Bangalore.
The Inspector General of Education in Mysore.
The Registrar of the Chief Court of Mysore.
The Superintendent of Stationery.
The Deputy Commissioner, Hassan District.
The Heads of other Departments.

Exd.—H. A. R.

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1897-98

GOVERNMENT OF MYSORE

GENERAL

PROCEEDINGS

Dated 16*th April* 1898

No. $\frac{13258\text{-}93}{\text{Mis. } 2831}$

Passing orders regarding the printing of covers, &c.

MGCPB—19-9-98—300

Proceedings of the Government of Mysore, General, dated 1st March 1899.

READ—

Letter No. 244, dated 23rd January 1899, from the Superintendent of Stationery, submitting proposals for the revision of the establishment of the Government Stationery Depot.

No. 10138-39—MIS. F. 85-92, DATED BANGALORE, 1ST MARCH 1899.

ORDER THEREON.—On a consideration of the Superintendent's proposals received with the above, Government are pleased to prescribe the following scale of establishment for the Government Stationery Depôt, with effect from the 1st of March 1899:—

Establishment.	Rs.
Supervisor	60
Store-keeper	35
Accountant	30
Clerk	25
Clerk	20
Clerk	15
Mutchi	15 (Present incumbent to draw Rs. 20.)
2 Packers at Rs. 9 and Rs. 8 each ..	17
3 Peons at Rs. 8, 7 and Rs. 6 „ ...	21
Farash	5
Total ...	243—248

Approved

2. The pay of the mutchi is fixed at Rs. 15, but the present incumbent, whose pay is Rs. 20, may continue to draw that amount during the remaining period of his service.

3. The temporary clerk on Rs. 15 should be absorbed in the revised scale.

4. The Superintendent is requested to obtain securities of Rs. 1,000 and Rs. 500, respectively, from the Supervisor and the Store-keeper, and report the fact to this office.

C. SREENIVASIENGAR,
Secy. to Govt., Gen. & Rev. Depts.

To—The Superintendent of Stationery.
The Comptroller to the Government of Mysore.

Exd —H.A.K.

1898-99

GOVERNMENT OF MYSORE

GENERAL

PROCEEDINGS

Dated 1st March 1899

No. $\frac{10138\text{-}39}{\text{Mis. F. } 85\text{-}92}$

Prescribing the scale of establishment for the Government Stationery Depôt.

SBP—11-3-99—200

Proceedings of the Government of Mysore, General, dated 1st June 1899.

READ—

Correspondence ending with docket No. 485, dated 17th May 1899, from the Superintendent of Government Stationery, stating that all officers in Bangalore, entitled to receive supplies of stationery from the Government Depot, may be allowed to send their indents to the Superintendent of the Depot direct.

No. 13666-707—MIS. 2899, DATED BANGALORE, 1ST JUNE 1899.

ORDER THEREON.—Under Rule 21 of the Revised Stationery Rules, dated 1st April 1898, certain officers are allowed to transmit their indents direct to the Superintendent of Stationery, while the other officers mentioned in Rule 22 have to submit their indents through the Heads of their respective Departments. This procedure, in the case of the several offices located in Bangalore, entails much inconvenience and delay and also additional expense on account of cart-hire, &c., in the distribution of the supplies sent under a consolidated requisition. The Government are, therefore, pleased to direct that a foot-note be added to Rule 22 as follows:—

"In the case of indents of all officers in Bangalore referred to in Rule 22, entitled to receive stationery from the Government Depot, the countersignature of Heads of Departments will be dispensed with, and the indents duly prepared in conformity with the Rules, may be forwarded by the officers concerned to the Superintendent of Stationery direct for check and compliance. When the Government Depot is prepared to issue supplies on an indent so forwarded, previous intimation will be given to the indenting officer, who will make his own arrangements for taking delivery of the supplies on the date fixed."

C. SREENIVASIENGAR,
Secy. to Govt., Gen. & Rev. Depts.

To—The Superintendent of the Mysore Government Stationery Depot.
The Heads of Departments, for information and for communication to the officers subordinate to them.
The Deputy Commissioner, Bangalore District do do
The Superintendent, Government Museum.
The Inspector of Agricultural Banks in Mysore.

Exd—C.V.

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1898-99

GOVERNMENT OF MYSORE

GENERAL

PROCEEDINGS

Dated 1st June 1899

No. 13666-707 / Mis. 2899

Issuing instructions regarding the supply of Stationery to officers in Bangalore.

SBP—5-6-99—300

Proceedings of the Government of Mysore, General, dated 30th June 1899.

READ—

(1) Letter No. 1059, dated the 6th May 1899, from the Superintendent of Government Printing—

With reference to my No. 764, dated 21st February 1899, I have the honor to represent that the items falling on the Press contingent charges in connection with the despatch of printed forms, books, &c., to the Districts are very heavy, amounting, up to date for the current official year, to Rs. 443-3-0, and the probable total to the end of the year will be not far off Rs. 500.

2. The total grant for contingencies for the Press per annum is Rs. 1,400, and I submit that it is too much to expect that the Press can afford to pay over one-third of this sum for rail charges. I beg to represent that it does not fall within the province of the Printing department to pay for "transit charges," all that can be expected of the Printing department is to *print* and *supply* forms, but the cost of carriage therefor from Press should properly be borne by the offices or Departments to whom the forms are sent. If the forms were done in a private press, the items of carriage from press to destination would form an additional charge with account to be paid by the party ordering the forms. It may therefore be reasonably expected that offices and Departments receiving the forms from the Government Press should bear the cost of carriage out.

3. If, therefore, you agree with me, in the view I take, I beg that Government may be pleased to order that all railway charges on printed forms or other work sent by Press to offices or Departments outside of Bangalore must be borne by the receiving offices or Departments, and in Bangalore, when carts are employed for local delivery, the cost thereof must be defrayed by the office to which supplies are sent, bales of printed forms, &c., sent by rail can be booked "To pay," and payment can be made at the receiving end, by consignees, and there will be no need to remit such moneys to Press.

(2) Docket No. 1265, dated the 31st May 1899, from the same, furnishing details of such transit charges for the several districts and Departments from the 1st July 1898 to the 18th May 1899.

No. 14733-80—Mis. 3195, DATED BANGALORE, 30TH JUNE 1899.

ORDER THEREON.—It is observed that the charges incurred in transmitting printed forms, books, &c., from the Government Press and Stationery Depot to the several mofussil stations, as well as for delivering them locally, would be very small if they are apportioned among the several districts or Departments to which the forms, &c., are supplied. These charges can therefore be easily met out of the contingent allotments of the offices concerned, and the Superintendent of Government Printing and Stationery is accordingly authorized to adopt the "To pay" system when the consignments in question are booked by rail, the cost of carriage for supplies delivered locally being likewise paid by the offices receiving them. The relief thus afforded to the Press will, it is hoped, admit of a proportionate reduction of the contingent allowance of the Press and Stationery Depot, and the Superintendent will be so good as to report what reduction is feasible, taking into consideration the charges actually incurred for the transmission of the forms, &c., since the introduction of the present Postal system.

C. SREENIVASIENGAR,
Secy. to Govt., Gen. & Rev. Depts.

To—The Superintendent, Government Printing.
All Heads of Departments.
The Deputy Commissioners of Districts.

Exd.—C.V.

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1898-99

GOVERNMENT OF MYSORE

GENERAL

PROCEEDINGS

Dated 30th June 1899

No. 14733-80 / Mis. 3195

Authorizing the Superintendent of Government Printing and Stationery to adopt the "To pay" system when the consignments to be sent from the Press and Stationery Depot are booked by rail, the cost of carriage for supplies delivered locally being likewise paid by the offices receiving them; and calling for a report as to what reduction is feasible in the contingent allowances of the Press and Stationery Depot.

SBP—3-7-99—300

Proceedings of the Government of His Highness the Maharaja of Mysore, General, dated 20th September 1902.

READ—

Docket No. 83, dated 15th August 1902, from the Superintendent of Stationery, *re* the disposal of old stationery, 'Cases'; and subsequent D. O., correspondence on the same subject.

No. 4289-328—MIS. 695, DATED BANGALORE, 20TH SEPTEMBER 1902.

ORDER THEREON.—The attention of all officers of Government is drawn to Rule 35 of the Stationery Rules concerning the disposal of the packing cases in which stationery articles are supplied to them from the Depot. All the Officers, other than those in Bangalore, should, in compliance with the said Rule, sell the cases and credit the proceeds to Government under the head, "Stationery Receipts," intimation being at the same time given to the Superintendent of Stationery, for embodiment in the Annual Administration Report of the Stationery Department. The cases supplied to officers in Bangalore should in all cases be returned to the Stationery Depot.

H. V. NANJUNDAYYA,
Secy. to Govt., Gen. & Rev. Depts.

To—The Superintendent of Stationery.
The Deputy Commissioners of Districts.
The Heads of Departments.

Exd.—J.T.R.

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1902-03

GOVERNMENT OF MYSORE

GENERAL

PROCEEDINGS

Dated 20th September 1902

No. 4289-328 / Mis. 695

Passing orders regarding the disposal of old Stationery cases, in the moffussil as well as in Bangalore.

SBP—3-10-02—300

Proceedings of the Government of His Highness the Maharaja of Mysore, General, dated 5th February 1904.

READ—

Para 3 of letter No. 60, dated the 30th October 1903, from Mr. V. R. Thyagaraja Iyer, M.A., Assistant Secretary to Government (on special duty), submitting suggestions in regard to the Annual Report on the Working of the Stationery Department.

* * * * *

3. *Annual Report on the Working of the Stationery Department.*—The Report for 1901-02 consists of 5 pages of print. The proposals which I make for the curtailment of this Report and which have been accepted by the Superintendent of Stationery, are:—

(*a*) That all the tables in the Report with the exception of the 2nd table on page 1 showing receipts, may be omitted, their substance being put in narrative form.

(*b*) That the paras should be numbered.

(*c*) That the maximum length of the Report may be fixed at 3 pages of print.

No. G. 3845-6, DATED BANGALORE, 5TH FEBRUARY 1904.

ORDER THEREON.—Government are pleased to approve of the suggestions made in the above.

L. ANANTASAMI RAO,
Offg. Secy. to Govt., Gen. & Rev. Depts.

To—The Superintendent, Mysore Government Stationery.
The Assistant Secretary to Government (on special duty).

Exd.—C. V.

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1903-04

GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE

GENERAL

PROCEEDINGS

Dated 5th February 1904

No. G. 3845-6

Passing orders on the suggestions of the special officer regarding the Annual Report on the working of the Stationery Department.

SBP—7-3-04—200

Proceedings of the Government of His Highness the Maharaja of Mysore.

No. G. 6011-60, DATED BANGALORE, 27TH MAY 1904.

ORDER.—In supersession of the rules issued under Government Order No.12810-45—Mis. 2715, dated the 1st April 1898, the Government of his Highness the Maharaja are pleased to prescribe the following rules for regulating the supply and consumption of stationery and printed forms in the public offices in the State:—

STATIONERY.

Stationery to be supplied from the Mysore Government Stationery Depot.

1. All the stationery for public offices will be supplied as hitherto from the Mysore Government Stationery Depot at Bangalore. A list of articles supplied by the Stationery Depot showing the Departments for which they are provided, will be found in Appendix A.

2. The Superintendent of Stationery has no authority to add to, or subtract from, this list without the orders of Government.

3. No articles whatever of stationery which are included in Appendix A shall be obtained for public use by local purchase, by any officer entitled to indent upon the Stationery Depot, without the previous sanction of Government.

4. A list of officers authorized to indent on the Stationery Depot and obtain their supplies free of charge, is given in Appendix B attached.

5. Appendix C attached contains a list of officers who are entitled to obtain supplies from the Stationery Depot on payment (book adjustment).

6. The Superintendent is not bound to supply the officers in Appendix C to the full extent of their indents, when the doing so will interfere with the requirements of officers in Appendix B.

7. Any other officers requiring articles from the Stationery Depot must obtain the previous sanction of Government.

Estimates.

8. Annual estimates are not required from officers; but when an unusually large consumption of any article or paper in any particular official year is anticipated, intimation shall be given by the officers concerned to the Superintendent of Stationery not later than the 1st December of the previous official year in the case of Europe articles, and 15th of January in the case of country articles, stating the purpose for which required and other necessary particulars.

9. The kinds of paper and the purposes for which they are to be used are specified in Appendix A.

10. Officers should be careful to indent for only as many blank books as are absolutely necessary, stating fully the purpose for which they are required. The sizes and kinds of paper for such blank books are specified in Appendix A.

11. Indents for stationery shall be prepared in the form given in Appendix D and shall contain all the information required by the instructions given therein. Forms of indents shall be supplied by the Superintendent of Stationery on application.

12. Indents shall be for the official year following, and shall be based on the average of the actuals of the two official years preceding that in which the indent is submitted.

13. The actual consumption of all articles of stationery (whether indented for or not) in the two previous years shall be shown in the columns provided for the purpose in the form. These figures must be entered with great care as the annual budget of stationery is based on them.

14. In the column of "Remarks" an explanation of any large differences in the consumption and quantity articles indented for (columns 6 and 9) shall be fully given.

15. Suppy of articles not specified in Appendix A, shall be made only with the previous sanction of Government.

16. Appendix E contains lists of articles issued on a fixed scale and such as are issued for stated periods. Indents for the former class of articles shall only be complied with within the scale prescribed. The second class of articles shall not be issued until after the period for which they are required to last has expired, and then only on being covered by a certificate in the following form:—"I certify that I have personally ascertained that the articles have been actually lost (*or worn out by fair usage or destroyed by excusable accident*)."

17. It shall be incumbent on indenting officers to see that articles of periodical issue are issued to subordinates only in exchange for such as have become unserviceable, or can be satisfactorily accounted for.

18. All such articles as are lost or broken must be replaced at the expense of the party through whose carelessness the loss or injury may have arisen.

19. All old and unserviceable articles should be sold by public auction and the proceeds credited the Government, the particulars being intimated to the Superintendent of Stationery.

20. The indents for stationery and printed forms from the undermentioned officers may be transmitted direct to the Superintendent of Stationery:—

(1) Government Secretaries of various Departments.
(2) Registrar, Chief Court.
(3) Comptroller, Government of Mysore.
(4) Excise Commissioner.
(5) Inspector-General of Police.
(6) Senior Surgeon and Sanitary Commissioner.
(7) Inspector-General of Prisons.
(8) Inspector-General of Education.
(9) Conservator of Forests.
(10) Secretary, Insurance Committee.
(11) Inspector-General of Registration.
(12) Survey and Settlement Commissioner.
(13) Revenue Commissioner.
(14) Superintendent, Inam Settlements.
(15) Director of Meteorology.
(16) Director of Statistics.
(17) Military Assistant to the Government of Mysore.
(18) Chief Commandant, Mysore State Troops.
(19) Principal, Central College.
(20) Director of Archæological Researches.
(21) Superintendent, Government Press.
(22) Superintendent of Stationery.
(23) President, City Municipality, Bangalore.
(24) President, City Municipality, Mysore.
(25) Private Secretary to His Highness the Maharaja.
(26) Palace Controller.
(27) Durbar Physician.
(28) Deputy Commissioners of Districts.
(29) Government Advocate.
(30) Examiner, Public Works Accounts.
(31) Superintendent, Government Gardens.
(32) Superintendent, Government Museum.
(33) Secretary to the Board of Examiners.

(34) Agricultural Chemist.

(35) Officer in charge of Ethnographic Survey.

(36) The Chairman, Board of Trustees for the Improvement of the City of Mysore.

21. Indents of the following officers shall be transmitted through the Heads of their Departments who will carefully check, countersign and forward them to the Stationery Superintendent.

Through Chief Court—
- District and Sessions Judges.
- Sub-Judges.
- Munsiffs.
- Public Prosecutors.
- Law Reporter.

Through Chief Engineer—
- Superintending Engineers.
- Executive Engineers.
- Resident Engineer, Cauvery Power Scheme.
- Chief Electric Engineer.
- Assistant Engineers, Sanitary Range.

Through Deputy Commissioners—
- Sub-Division Officers.
- Assistant Commissioners.
- Presidents of District Boards and Presidents of Municipalities other than Bangalore and Mysore Cities.

Through Inspector-General of Police—
- Police Superintendents.
- Assistant Superintendents of Police.

Through Comptroller—
- Treasury Officers.
- Superintendent of Stamps.
- Officer in charge, Stamp Manufacture.

Through Conservator of Forests—
- Deputy and Assistant Conservators.
- Sub-Assistant Conservators.
- Forest Settlement Officer, Kadur and Chitaldrug.

Through Inspector-General of Prisons—
- Superintendents of Jails.
- Officers in charge of Lock-ups.

Through Senior Surgeon—
- Surgeon in charge of Victoria Hospital.
- Civil Surgeons.
- Chemical Examiner and Bacteriologist.
- Officer in charge of Government Eye Infirmary.
- Assistant Surgeons.
- Deputy Inspectors of Vaccination.
- Medical Officers in charge of Jails.

Through Inspector-General of Registration—
- District Registrars.
- Special Sub-Registrars.

Through Inspector-General of Education—
- Curator, Government Book Depôt.
- Do Government Oriental Library.
- Honorary Secretary, Industrial School, Mysore.
- Assistant to the Inspector-General of Education.
- Inspecting Officers of the Education Department.

Through Military Assistant to the Government of Mysore—
- Superintendent of Amrut Mahal Department.

22. Whenever any Head of a Department requires the supplies due to officers subordinate to him to be sent to his office, a consolidated requisition for all such subordinate offices shall be forwarded together with the separate minor indents.

23. The indent should always be submitted by the intending officers referred to in para 21 to the Heads of their respective Departments in duplicate by the 15th January preceding the official year for which the supplies are needed. The Heads of Departments will check, countersign and transmit the same to the Superintendent of Stationery by the 15th February following.

24. In checking the indents referred to in Rule 23, the Heads of Departments will carefully revise them—

I. By comparison of the stock consumed in each office with the consumption of previous years and with the expenditure of kindred offices.

II. By comparison with the number of clerks using stationery and with the allowance scale.

III. By a reference to the date of the last supply of the articles which are issuable only after the expiry of the minimum period they are required to last.

25. The countersigned indent should show in red ink any corrections and reductions which might be made by the Heads of Departments.

26. The establishment given in the distribution statement in the indent shall be a counterpart of the annual schedule of establishment submitted to the Comptroller in so far as regards the number of officers and officials using stationery. As this is the only check in the hands of the Superintendent of Stationery for regulating the supply of articles issued on a fixed scale, accuracy is essential. Clerks shall on no account be shown as accountants or *vice versa*.

27. On the indents being finally passed, intimation will be given by the Superintendent, of the dates on which the supplies will be issued from the Depôt.

28. The officers in Bangalore will, on the date fixed for each of them, depute a responsible person to attend the Depôt and to take charge of the supplies. The name and designation of the person so deputed shall be entered in the authority that may be granted him by the Head of his office to receive the supply. Objections, if any, must be made before the supplies are removed from the Depôt. Bottles, boxes, etc., lent for convenience of removal of their contents from the Depôt must be returned.

29. In the case of other offices the Superintendent of Stationery shall advise the indenting officer, when and how his supply of stationery and forms has been despatched, noting particularly the address (which shall be copied from the label on the indent) to which it has been consigned. Should there be any error in the address so notified or should the consignment not reach its destination in due course, the indenting officer shall, in communication with the Superintendent of Stationery, immediately take the necessary steps for the correction of the mistake.

30. On arrival of the supplies, the indenting officer shall have the packages placed in a dry and properly protected place. They shall then be opened at once and the contents verified with the Invoice in the presence of the indenting officer or of some one appointed by him, who shall certify to the fact at the foot of the receipt. The receipt shall then be signed and immediately transmitted to the Superintendent of Stationery with details of any missing articles. The transmission of the receipt must not be delayed pending reference to the Stationery Depôt regarding short or excess delivery, which should form the subject of separate correspondence.

31. In the unavoidable absence of the Head of the Office, the packages shall be opened by the Manager or Head Clerk, and the certificate shall be signed by the officer who supervises the opening of the packages, and countersigned by the Head of the Office.

32. Complaints as to the quality of supplies received shall be accompanied by one average sample of the article in question duly attested by the complaining officer as being part of the supply furnished by the Stationery Office on a specified date, particulars as to the marks on the articles or the covering of the packages being also reported. To prevent fraudulent substitution of other than Government supplies, such complaints can only be admitted when preferred within three days of the opening of the cases. Whenever the receiving officer may have reason to consider that the packing has been improperly or carelessly performed (whether actual injury has resulted therefrom or not) he may intimate the same mentioning reasons for his opinion with suggestions for future prevention; and in cases of damage in transit, the cause thereof which may be apparent should be communicated.

33. Packing cases received from the Stationery Depôt shall be sold and the proceeds credited to Government under "Stationery."

34. Whenever the provisions of these Rules have not been strictly observed, the officer at fault shall be held responsible for the value of all articles lost or damaged on that account.

35. The stores of stationery and forms received from the Stationery Depôt should be placed in charge under lock and key of either the head clerk or manager of the office.

36. Three separate books, Appendices F 1 and F 2 and K, one showing the receipts, another showing the issues of stationery and printed forms, and the third showing periodical issues of stationery, shall be maintained in each office.

37. Each supply of stationery and forms shall, immediately on receipt, be entered in the receipt book and issues therefrom regularly posted.

38. The issues shall be totalled up on the last day of each month and balance struck. The books shall be examined and initialled once a month by the Head of the Office or by some person appointed by him for the purpose and the balance as shown in the book verified with the actual balance in hand once a quarter.

39. The average annual consumption shown in the register shall be followed in furnishing figures to the Superintendent in the indent.

40. Any wilful wastage or extravagance on the part of the subordinates using stationery, which may be apparent to the manager or head clerk of an office, should be brought to the immediate notice of the Head of the Office.

41. The receipt and issue registers maintained in any office, may at any time be called for by the Superintendent of Stationery for examination or for the purpose of verifying the indents.

42. All supplies shall be a *bona fide* charge for the year in which the issues are made, and indents not complied with in full at the close of the year will be considered cancelled. The requisition for articles of periodical issues only, so unsupplied, may, if necessary, be renewed in the following year's indent.

FORMS.

43. Indents for printed forms are to be made only in the printed form of indent (Appendix G), copies of which will be supplied from the Stationery Depôt.

44. These indents should in the case of the officers referred to in para 21 be submitted in duplicate to the Head of the Department to which the indenting officer belongs, who will countersign and forward the same to the Superintendent of Stationery by the 31st March preceding the official year for which the forms are required.

45. Indents for forms will be subject to the same kind of check as stationery indents by the Heads of Departments, with reference to the amount of business done in each office, the quantity expended, the balance and the annual consumption in cognate offices.

46. The authorized scale and prescribed forms should not be deviated from; nor should any new forms, except departmental ones prescribed by Heads of Departments, under the authority of any Rule or Regulation in force, be introduced without the previous sanction of Government. Heads of Departments should quote such authority in their indents or requisitions.

47. Printed addresses on covers and printed headings containing a few words only shall be entirely discontinued, except such as are specially ordered by Government in the General Department.

48. Each form or register shall be numbered consecutively and the number once given to a form or register must not be altered, as it is by this number that it is known in the Stationery Depôt and the Government Press.

49. Heads of Departments after examining and revising the indents, will enter the quantity passed by them, and countersign and forward the indents to the Stationery Depôt before the due date.

50. In the case of forms newly introduced under the provisions of Rule 46, sample forms of the proper size must accompany the indent. These will be printed on the kind of paper prescribed therefor in the Appendix. If in any case, forms on special paper are required, the indenting officer must specify his reasons fully in his indent.

51. Where an officer has several offices subordinate to him, issues of forms to these in bulk shall be made on indents (Appendix J) and entered in the Register at the Head Office. Separate receipt and issue books shall be maintained in each subordinate office and a quarterly return showing consumption and balance in the form given in Appendix H shall be submitted by each subordinate office to the Head Office. In Departments in which subordinate offices are regularly and systematically inspected, a personal examination of the registers by the inspecting officer may take the place of the quarterly return.

52. Every printed form shall bear (in small type) in a corner of it a letter indicating its class, its number, the number of copies struck, and the date of printing, a separate series of numbers being given to each class of forms. Thus a Revenue form would be numbered "Revenue 1-2000-9-3-03." The number of the form shall be invariably quoted in the Registers as well as in the Indents.

53. A book file with a sample of each form in use shall be maintained in each office or Department of an office by the subordinate in charge of the forms. In this all modifications of forms ordered from time to time shall be at once noted.

54. All printed forms in charge of the clerk shall, where possible, be kept in a separate room or on shelves properly arranged, each description of form being kept apart or in a separate bundle, which, to facilitate identification, shall be labelled with the name and number of the form. Care shall be taken to prevent damage to the forms while in store.

55. All the forms and registers required by indenting officers for their use and those of their subordinate offices, shall, in order to avoid throwing unnecessary work on the Press by printing forms of the same kind several times in a year, be included in the annual indent alone. Heads of offices shall not indent for forms and registers during the interim on dockets, save under exceptional circumstances, and the Superintendent of Stationery is not bound to comply with such special requisitions without sufficient explanation as to the necessity therefor being furnished by the indenting officer.

56. Save in exceptional cases no forms shall be printed unless at least 100 copies are required.

57. Old and obsolete forms shall, wherever possible, be utilized for covers and packing purposes. When such forms cannot be put to any other use, they shall be written off. But when otherwise utilized they shall be entered as stores received under the heading of the paper on which they are printed and issues therefrom posted under that heading.

EXAMINATION OF STOCK.

58. Shortly before the submission of the annual indent, the Head of each Office shall examine his stock of stationery articles, forms, etc., with the book balance and certify to the fact at the foot of the annual indent in the form appended thereto (*vide* Appendix D). In cases of excess or of deficiency in any articles, a statement in the form laid down in Appendix I shall be submitted along with the indent and the instructions of the Superintendent of Stationery taken.

59. The value of any deficiencies in stock which have not been accounted for satisfactorily shall be recovered by the Head of the Office from the person responsible and credited to Government. The Superintendent shall, in all such cases, be furnished with Treasury receipt.

60. Advantage shall be taken of the annual examination of stock to inspect the condition of such articles as the following in the possession of subordinates:— inkstands, penknives, scissors, hones, strops, color boxes, rulers, etc. The opinion of the Head of the Office in regard to these shall be recorded in order that the quantity of such articles to be indented for may be determined.

61. In the case of broken or missing articles, when the damage or loss is attributed to carelessness, the value shall be recovered from the party responsible.

62. Damaged or surplus stationery articles shall be disposed of in accordance with instructions to be obtained from the Superintendent of Stationery.

63. If it is apprehended that any article will deteriorate before the coming into use, the instructions of the Superintendent as to its disposal shall be obtained without delay.

GENERAL.

64. When the quantity of any store or stationery indented for is not more than the average of consumption for the preceding two years, the Superintendent shall supply full quantity. When the indent is for a larger quantity and satisfactory reasons are given for the increase, the Superintendent may comply with it provided that the value of such excess does not exceed Rs. 200 and that he considers the reasons given for such excess are satisfactory. If the value of such excess exceeds Rs. 200, the Superintendent must obtain the previous sanction of Government before complying.

65. Supplementary indents for the whole office either for stationery or printed forms shall, as far as possible, be avoided. If annual indents are carefully framed, all expenditure can, except in rare instances, be foreseen. The Superintendent may comply with any supplementary indent provided he is satisfied with the explanation of the indenting officer and subject to limitations provided in Rules 45 and 64.

66. The Superintendent of Stationery shall bring to the notice of Government any serious neglect or breach of these Rules.

L. ANANTASAMI RAO,
Offg. Secy., Gen. & Rev. Depts.

To—The Superintendent of Stationery Depot.
All the Heads of Departments.
The Deputy Commissioners of Districts and Presidents of District Boards and Municipalities and the Kolar Gold Fields Sanitary Board.

APPENDIX A.

Referred to in Rule No. 1.

Articles supplied by the Stationery Office and the Departments for which they are provided.

Description of articles		To whom intended	Remarks
ENGLISH.			
1 M. M. Azure-laid Royal	40 lbs	General and Press ...	Permanent, Audit Registers, Public Works Registers, Financial Forms for 30 years.
2 Ditto Medium	30 lbs	Ditto & for blank books ...	Ditto and blank books to be used for permanent records and those to be kept for 30 years.
3 Ditto Demy	20 lbs	Ditto	Ditto
4 M. M. Azure-laid Foolscap	12 lbs	Press	
5 Cream-laid Foolscap ruled	14 lbs	Secretariats only	
6 Cream-wove Foolscap	15 lbs	Secretariats & Heads of Departments and Press.	To print letter forms for Heads of Departments and Secretariats and Heads of Departments for fair copies and when specially ordered by Government in the General Department for printing.
7 Cream-laid Quarto Post	12 lbs	General supply.	
8 Do Note paper	6 lbs	Ditto	
9 Cream-wove Quarto Post	12 lbs	Ditto	
9a. Do (Scarlet Seal)	...	Secretariats only	
10 Cream-wove Note paper	6 lbs	General supply	
10a. Do (Scarlet Seal)	...	Secretariats only	
11 Bank Quarto Post	...	Heads of Departments for Foreign correspondence.	
12 Do Note paper	...	Ditto	
13 Hand-made, Medium	32 lbs	For printing Registers of Registration Department.	
14 Do Demy	24 lbs		
15 Hand-made Foolscap	15 lbs	For Secretariats and Heads of Departments and Press for printing special works.	For important letters and records and for those which have to be preserved for 12 years or more.
16 White Cartridge Imperial	72 lbs	Press for Service Post Cards ...	
17 Ditto Royal	40 lbs	Secretariats and Heads of Departments and Press for printing covers and File boards.	
18 Marble Royal ...	...	Press for covers to blank books and registers.	
INDIAN.			
19 M. M. Azure-laid Royal	44 lbs	Press for printing forms and registers.	

General, dated 27th May 1904.

Appendix A—continued.

Description of articles	For whom intended	Remarks
20 M. M. Azure-laid Medium 32 lbs	Press for printing forms and Registers.	
21 Ditto Demy 24 lbs	Ditto ...	
22 Ditto Double Foolscap 30 lbs	Ditto ...	
23 Ditto Single Foolscap 15 lbs	General and Press ...	For records (Judicial and other) that have to be preserved for 12 years or more.
24 Do do 13 lbs	For Press for printing registers and forms and for blank books.	
25 Cream-wove Foolscap 10 lbs	General supply ...	For ordinary correspondence and notes.
26 Ditto 8 lbs	Ditto ...	For Kannada correspondence in District Offices.
27 Blotting paper 32 & 40 lbs	Ditto ...	
28 Brown Cartridge 45 lbs	Ditto for covers and packing purposes and for printing facing sheets.	
29 Badamy Super Royal Double 31 lbs	Press for printing forms ...	
30 Do Demy 16 lbs	General and Press for printing forms.	
31 Do Foolscap 16 lbs	For Press for printing forms ...	
32 Do Double Foolscap 18 lbs	Ditto ...	
33 Badamy Cartridge 42 lbs	Press for printing facing sheets of Files for Secretariats.	
34 Printing Super Royal 60 lbs	Ditto forms ...	
35 Do do 42 lbs	Ditto ...	
36 Do do 40 lbs	Ditto ...	
37 Do do (Double) 42 lbs	Ditto ...	
38 Do Royal 32 lbs	Ditto ...	
39 Do 25 lbs	General and Press ..	
40 Do Demy 24 lbs	For Press for Educational copy books and for forms required in thick paper.	
41 Do do 18 lbs	General, Press & for blank books	
42 Do Double Foolscap 24 lbs	Press for printing registers and forms and blank books.	
43 Do do 18lbs	For Gazette ...	
44 Do Single Foolscap 16 lbs	Press ...	
45 Colored paper glazed Royal 40 lbs	Press for printing covers for Educational books and registers, etc.	
46 Ditto Demy 32 lbs	Ditto ...	
47 Ditto Foolscap 20 lbs	Ditto ...	

Appendix A—continued.

Description of articles	For whom intended	Remarks
MISCELLANEOUS ARTICLES.		
BLANK BOOKS OF WRITING PAPER. English.		
48 M. M. Azure-laid Medium 30 lbs in books of 2 qrs.	General for permanent records...	
49 & 50 Ditto Demy 20 lbs in books of 2 & 3 qrs.	Ditto ...	
Indian.		
51 to 53 M. M. Azure-laid Foolscap 13 lbs in books of 2, 3 and 4 qrs.	General supply ...	
54 & 55 Do From and To Registers, English	Ditto ...	
56 Do Index books	Ditto ...	
BLANK BOOKS OF PRINTING PAPER. (INDIAN).		
57 & 58 From and To Registers, Kanarese.	Ditto ...	
59 to 61 Printing Demy 18 lbs in books of 2, 3 and 4 qrs.	Ditto ...	
62 to 64 Do Foolscap 24 lbs in books of 2, 3 and 4 qrs.	Ditto ...	
65 Printing Demy Quarto books ...	Ditto ...	
66 Do Octavo ...	Ditto ..	
67 & 68 Do Stationery issue and receipt books.	Ditto ...	
69 File books (Badamy Demy) 16 lbs	Ditto ...	
70 Bristol boards (Indian) ...	Press ...	
71 Paste boards ..	General supply ...	
72 Needles ...	Ditto ..	
73 White tape ...	Ditto ...	
74 Red tape ...	Special to Secretariats and Heads of Departments.	
75 Do ...	Press for file boards ...	
76 Blue tape ..	For Secretariats only ...	
77 Europe twine ...	Ditto and Heads of Departments	
78 Bengal do ...	General supply ...	
79 Thread, white ...	Ditto ...	
80 Do colored ...	Ditto ...	
81 Cloth-lined paper ...	Ditto ...	For heavy packages.
82 Sealing wax ...	Ditto ...	

General, dated 27th May 1904.

Appendix A—continued.

Description of articles	For whom intended	Remarks
83 Candles ...	General supply ...	
84 Envelopes of sizes ...	Ditto ...	
85 Do cloth-lined ...	Secretariats only ...	
85a Do scarlet seal ...	Ditto ...	
86 Liquid gum bottles (in pint bottles).	Secretariats and Heads of Depts.	One bottle per annum.
87 Gum pots with brushes ...	Ditto ...	
88 Spare brushes ...	Ditto ...	
89 Paper fasteners ...	Ditto ...	
90 Ivory paper cutters ...	Ditto ...	
91 Long cloth ...	Press and Survey Department for mounting maps, etc.	
92 Sheep skins ...	Press for binding books ...	
93 Straw boards ...	Press ...	
94 Cotton tags ...	Secretariats and Heads of Depts	
95 Goose quills ...	For Heads of offices ...	Where Steel Nibs are preferred to quills 2 nibs will be supplied for each quill.
96 Steel Nibs ...	General supply ...	
97 Holders ...	Ditto ...	
98 Black ink powder ...	Ditto ...	
99 Red do ...	Ditto ...	
100 Blue-black ink powder ..	Deputy Commissioners and Civil Courts.	
101 Do (fluid) ...	Secretariats and Heads of Depts.	
102 Black lead pencils ...	General supply ...	
103 Colored pencils (red and blue)...	Ditto ...	
104 Blotting pad ...	For Gazetted officers ...	
105 India rubber ...	General supply ...	
106 Strops ...	Ditto ...	
107 Penknives (double blade) ...	Ditto ...	
108 Erasing knives ...	Heads of Departments ...	
109 Scissors, large ...	General supply ...	
110 Do small ...	Ditto ...	
111 Green baize ...	Ditto ...	
112 Glass ink bottles ...	Ditto ...	
113 Screw top ink bottles ...	For Gazetted officers ...	
114 Seals with handles ...	General supply ...	

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Appendix A—continued.

Description of articles	For whom intended	Remarks
115 Spring candlesticks with shades...	General supply ...	
116 Hones ...	Ditto ...	
117 Ebony inkstands (with glasses)....	Generally for Gazetted officers...	
118 Wooden inkstands ...	General supply ...	
119 Rulers, round ...	Ditto ...	
120 Paper weights ...	Heads of offices ...	
121 Pen rests ...	Ditto ...	
122 Letter scales ...	General ...	
123 Finger printing apparatus ...	Ditto ..	
124 Drawing Double Elephant ...	Public Works, Railway and other Departments where necessary.	
125 Do Imperial ...	Ditto ...	
126 Tracing paper ...	Ditto ...	
127 Lithographic tracing Atlas ...	Press ...	
128 Carbonic paper ..	Public Works, Railway and other Departments where necessary.	
129 Section paper ...	Ditto ..	
130 Lithographic crow quills ...	Ditto ...	
131 Mapping pens ...	Ditto ...	
132 Ink and pencil erasers ...	Ditto ...	
133 Metallic Memo books ...	Ditto ...	
134 Tracing cloth ...	Ditto ...	
135 Drawing pencils ...	Ditto ...	
136 Movable leads ...	Ditto ...	
137 Drawing pins ...	Ditto ...	
138 Artist glasses ...	Ditto ...	
139 Sable hair brushes ...	Ditto ...	
140 Sponges ...	Public Works, Railway Department, Archæological, Stamp, Survey and Press Depts.	
141 Parallel ruler ...	Public Works, Railway and other Departments where necessary.	
142 Saucers ...	Ditto ...	
143 Box of dry colors ...	Ditto ...	
144 Box of moist colors ...	Ditto ...	
145 Mathematical instrument box ...	Ditto ...	
146 Stencil ink ...	Ditto ...	
147 Do brush ...	Ditto ...	

General, dated 27th May 1904.

Appendix A—*continued.*

Description of articles	For whom intended	Remarks
148 Brown ochre ...	Public Works, Railway and other Departments where necessary.	
149 Blue Royal ...	Ditto ...	
150 Burnt Sienna ...	Ditto ...	
151 Burnt Amber ...	Ditto ...	
152 Carmine ...	Ditto ...	
153 Carmine lake ...	Ditto ..	
154 Crimson lake ...	Ditto ...	
155 Cobalt ...	Ditto ...	
156 Emerald green ...	Ditto ...	
157 French ultra marine ...	Ditto ...	
158 Flake white ...	Ditto ...	
159 Gamboge ...	Ditto ...	
160 Indian ink ...	Ditto ...	
161 Indigo ...	Ditto ...	
162 Indian red ..	Ditto ...	
163 Light red ...	Ditto ...	
164 Lake (moist) ...	Ditto ...	
165 Lamp black (moist) ...	Ditto ...	
166 Litho ink fine ...	Ditto ...	
167 Madder ...	Ditto ...	
168 Neutral tint ...	Ditto ...	
169 Orange ...	Ditto ...	
170 Prussian blue ...	Ditto ..	
171 Purple ...	Ditto ...	
172 Raw Sienna ...	Ditto ...	
173 Sepia ...	Ditto ...	
174 Scarlet lake ...	Ditto ...	
175 Vermilion ...	Ditto ...	
176 Venetian red ...	Ditto ...	
177 Yellow ochre ...	Ditto ...	

APPENDIX B.

(REFERRED TO IN RULE 4.)

LIST OF OFFICERS AUTHORIZED TO INDENT TO THE STATIONERY DEPOT AND TO OBTAIN STATIONERY FREE OF CHARGE.

Revised list to be substituted for this appended

I. GENERAL ADMINISTRATION.

1 General and Revenue Secretariat.
1 Public Works Secretary.
1 Railway do
1 Military Assistant.
1 Forest Secretary.
1 Muzrai do

II. REVENUE.

1 Revenue Commissioner.
8 Deputy Commissioners of Districts.
22 Revenue Assistant Commissioners and Sub-Division Officers.

III. JUDICIAL.

1 Registrar, Chief Court.
3 District and Sessions Judges.
5 Sub-Judges.
2 City Magistrates.
1 1st Class Magistrate, Kolar Gold Fields.
17 Munsiffs.
1 Government Advocate.
1 Law Reporter.
3 Public Prosecutors.

IV. JAIL.

1 Inspector-General of Prisons.
2 Superintendents of Jails.
Officers in charge of Lock-ups.

V. POLICE.

1 Inspector-General of Police including Railway.
9 Superintendents and Assistant Superintendents of Police.

VI. SURVEY.

1 Survey and Settlement Commissioner.

VII. ACCOUNT.

1 Comptroller.
1 Officer in charge of State Huzur Treasury.
8 Treasury Officers of Districts.
1 Insurance Secretary.

VIII. PALACE.

1 Private Secretary to His Highness the Maharaja.
1 Durbar Physician.
1 Palace Controller.

IX. PUBLIC WORKS.

4 Superintending Engineers.
1 Examiner, Public Works Accounts.
11 Executive Engineers.
1 Resident Engineer, Cauvery Power Scheme.
1 Chief Electrical Engineer.
2 Assistant Engineers, Sanitary Range.
1 Executive Engineer, Chamrajendra Water Works.

X. INAM.

1 Superintendent of Inam Settlements.

XI. FOREST.

1 Conservator of Forests in Mysore.
8 District Forest Officers.
5 Sub-Assistant Conservators.
1 Forest Settlement Officer, Kadur and Chitaldrug Districts.

XVIII. MISCELLANEOUS.

1 Chief Commandant, Mysore State Troops.
1 Superintendent, Amrut Mahal Department.
1 Do Government Gardens.
1 Do Museum.
1 Do Government Press.
1 Do Government Stationery.
1 Director of Archæological Researches.
1 Do of Meteorology.
~~1 Do of Statistics.~~
1 Secretary to the Board of Examiners.
~~1 Mysore Local Service Examination.~~
1 Officer in charge of Ethonographic Survey.

3 Observers, Meteorological Department, Mysore, Hassan and Chitaldrug (*Government Order No. G. 3312-14—G.M. 16-08-6. dated 28th November 1908*).

1 Secretary, Exhibition Committee (*Government Order No. 1545-7—G.M. 31-05-20, dated 21st September 1905*).

1 Director of Industries and Commerce (*Government Order No. G. 4231-78—G.M. 55-12-115, dated 30th January 1913*).

1 Director of Agriculture (*Government Order No. G. 5335-6—G.M. 44-07-40, dated 13th March 1908*).

1 ~~Officer on Special Duty, Kammambadi Project~~—Mr. L. Krishna Row (*Government Order No. 1664-7—G.M. 52-12-19, dated 17th September 1912*).

1 ~~Officer on Special Duty, Mysore-Arsikere Railway~~ (*Government Order No. 7483—73-80, dated 17th March 1914*).

1 ~~Special Officer for the compilation of Taluk and Village Manuals~~ (*Government Order No. G. 7675—G.M. 73-13-85, dated 20th March 1914*).

APPENDIX C.

(REFERRED TO IN RULE 5.)

Officers and Offices entitled to obtain Stationery on payment.

(BOOK ADJUSTMENT.)

Presidents of City Municipalities, Bangalore and Mysore.
Presidents of District Boards.
Do of Municipalities in Districts.
President, Sanitary Board, Kolar Gold Fields.
Do Sringeri Municipality.

The Chairman of the Board of Trustees for the Improvement of the City of Mysore.

3 Secretaries, Agriculture, Education and Industries and Commerce Committees (*Government Order No. G. 450-454—G.M. 41-11-6. dated 20th July 1911*).

Secretary Insurance Committee,
Registrar, Co-operative Societies.
Chamrai Superintendent.
Silk Expert.
Foreman, Govt. Branch Press, Mysore.
Deputy Commissioner & Chairman
Hassan Dt. Committee, Malnad
Improvement Scheme, Hassan.

Shimoga

President, Shimoga Town Municipality.

1 ~~Special Advisor, Industries and Commerce~~ (*Government Order No. G. 1022-4—G M. 53-12-9, dated 21st Septembr 1912*).

2 ~~Executive Engineers, Mysore-Konchalli Railway and~~ Kolar-~~Bowringpet Railway Construction~~ (*Government Order No. 3725-6—G.M. 53-12-26, dated 9th January 1913 and Government Order No. G. 3678-9—G.M. 53-12-25, dated 7th January 1913*).

8 Presidents, District Committees, Economic Conference (*Government Order No. 5373-4—G.M. 53-12-36, dated 11th March 1913*).

8 District Superintendent, A.E.D.

1 Secretary, Economic Conference (*Government Order No. G. 575-7—G.M. 73-13-5, dated 23rd July 1913*).

Chief Electrical Engineer.
District Loco Superintendent, M.S.Ry.
Loco & Carr. " "
Engineer in chief M.S.Ry Bangalore.
Superintending Engineer Open Lines. M.S. Railway.
Editor, Mysore Economic Journal.
Loco-Car Superintendent, M.S.Ry., Running Sheds.
Manager, Mysore State Rail Way. (Tarikere-Kadabali Tramway)
Superintendent, B.C.L.Ry (Station Staff)
Chief Storekeeper. M.S.Ry.
Officer in charge of Public Libraries Bangalore & Mysore.
Superintendent, Bowringpet-Kolar-Ry.
Ex: Engineer, Kolar-Chikballapur Ry.
Superintendent, Bangalore " Ry.
Ex. Engineer No. I Div. M.A.Ry. Mysore.
Ex " II " Hassan
Assistant Engineer Tarike-Kadabali Tramway Tarikere.
President, Davangere Municipality.
Traffic Manager, M.S. Railway.
Asst. Engineer - Bhadrawati Ry. Shimoga

Revised list

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APPENDIX B.

(REFERRED TO IN RULE 4.)

List of officers authorized to indent to the Stationery Depôt and to obtain stationery free of charge.

I. GENERAL ADMINISTRATION.

1 General and Revenue Secretariat.
1 Public Works Secretary.
1 Railway do.
~~1 Military Assistant.~~
~~1 Forest Secretary.~~
~~1 Muzrai do.~~

1 ~~Mr. C. R. Reddy on special duty.~~ (~~*Government Order No. 12030-1—Education 340-13, dated 30th May 1914.*~~)

II. REVENUE.

1 Revenue Commissioner.
8 Deputy Commissioners of Districts.
18 Revenue Assistant Commissioners and Sub-Division Officers.

1 Registrar of Co-operative Societies. (*Government Order No. 2601-4—G. M. 31-05-26, dated 22nd November 1905.*)

7 Assistant Veterinary Inspectors, Hassan, Mysore, Chikmagalur Holalkere, Kolar, Shimoga and Tumkur. (*Government Orders Nos. G. 7521-2—G. M. 44-07-65, dated 20th June 1908 and G. 6435-36—G. M. 37-08-81, dated 12th May 1909.*)

III. JUDICIAL.

1 Registrar, Chief Court.
3 District and Sessions Judges.
3 Sub-Judges.
2 City Magistrates.
1 1st Class Magistrate, Kolar Gold Fields.
19 Munsiffs.
1 Government Advocate.
1 Law Reporter.
3 Public Prosecutors.

1 Munsiff, Kolar Gold Fields. (*Government Order No. G. 2094—5, dated 4th November 1903.*)

2 Honorary Bench Magistrates, Mysore City and Bangalore City. (*Government Order No. J. 574-86—Cts. 5-09-2, dated 23rd August 1909.*) Hassan, Shimoga, Kadur.

8 District Magistrates, Judicial Department.

1 Additional Munsiff, ~~Chikballapur~~. (~~*Government Order No. J 3731-4—313-09, dated 14th June 1910.*~~)

~~1 District and Sessions Court, Bangalore. (*Government Order No. J. 610-15—Cts. 41-11-4, dated 17th August 1911.*)~~

IV. JAIL

1 Inspector-General of Prisons.
2 Superintendents of Jails.
7 Officers in charge of Lock-ups.

V. POLICE.

1 Inspector-General of Police ~~including Railway~~. in charge of Railway Police.
19 Superintendents and Assistant Superintendents of Police.

1 ~~Inspector of Police in charge of District~~ Principal. Police Training School. (*Government Order No. J. 3065-67—Police 184-07-2, dated 6th April 1908.*)

VI. SURVEY.

1 ~~Survey and Settlement Commissioner~~. Deputy Superintendent.

VII. ACCOUNT.

1 Comptroller.
~~1 Officer in charge of State Huzur Treasury~~.
8 Treasury Officers of Districts.
1 Insurance Secretary.

VIII. PALACE.

1 Private Secretary to His Highness the Maharaja.
~~1 Durbar Physician.~~
1 Palace Controller.
1 Private Secretary in charge, Govt: House.

IX. PUBLIC WORKS.

3 ~~4~~ Superintending Engineers.
~~1 Examiner, Public Works Accounts~~. Comptroller. P. W. & Ry.
14 Executive Engineers.
~~1 Resident Engineer, Cauvery Power Scheme~~.
~~1 Chief Electrical Engineer~~.
~~2 Assistant Engineers, Sanitary Range~~.
~~Executive Engineer, Chamarajendra Water Works~~.
1 Superintendent P. W. Work Shop.

1 ~~Superintending Engineer, N. Circle~~. (*Government Order No. G. 6259-60—G. M. 13-09-53, dated 23rd May 1910.*)

1 ~~Superintending Engineer, S. Circle~~. (*Government Order No. 2358-9—G. M. 41-11-12 of 1st November 1911.*)

Assistant Engineer. Headquarter Range, Mysore.

1 ~~Superintending Engineer, Cauvery Reservoir~~. (*Government Order No. G. 2566-7 --G. M. 41-11-14 of 10th November 1911.*)

1 ~~Jewell Filter Sub-Division, Bangalore~~. (*Government Order No. G. 6786-7—G. M. 37-08-87, dated 29th May 1909.*)

1 ~~Secretary for Railways~~. (*Government Order No. 829-30—G. M. 53-12-6, dated 10th August 1912.*)

3 ~~Executive Engineers, Kolar-Chikballapur Railway Survey Division and Mysore-Hassan-Arsikere Railway Divisions Nos.~~ 1 and 2. (*Government Order No. G. 1870—53-12-16, dated 26th September 1912, G. 4111-12—G. M. 73-13-36, dated 4th December 1913 and G. 6196—G. M. 73-13-58, dated 12th February 1914.*)

8 Deputy Commissioners, Maramat Department.

X. INAM.

1 Superintendent of Inam Settlements.

XI. FOREST.

1 Conservator of Forests in Mysore.
8 District Forest Officers.
~~8~~ Sub-Assistant Conservators of Forest Surveys
~~1 Forest Settlement Officer, Kadur and Chitaldrug Districts~~.

~~Deputy and Assistant Conservators, Sub-Assistant Conservators and Forest Settlement Officer~~ (*Government Order No. G. 6117-8—G.M. 13-06-41, dated 3rd April 1907*).

~~Superintendent, Forest Surveys and~~ Officer in charge, Game Preserves (*Government Order No. G. 1875-6—G.M. 165-2, dated 3rd October 1914*).

Working Plan officer & Subdivision Forest officer.

Asst. Conservator & Special Duty Bangalore

XII. EXCISE.

1 Excise Commissioner.
~~1 Deputy do.~~
8 Assistant Commissioners, Excise Divisions.

NOTE.—Deputy Commissioners should include their office Excise establishment in their office indents and separate indents may be sent for the Assistant Commissioners in charge of Excise Department in each district.

XIII. STAMPS.

1 Superintendent of Stamps.
1 Officer in charge of Stamp Manufactory.
1 Commissioner of Stamps in Mysore (*Government Order No. G. 1904-5—G.M. 13-09-31, dated 22nd September 1909*).

XIV. MEDICAL.

1 Senior Surgeon ~~and Sanitary Commissioner~~.
1 Do in charge of Medical Stores.
1 Do ~~Plague Department~~.

Lady Medical Officer, Maternity Hospital, Robertsonpet.

Medical Officer 1 ~~Surgeon~~ in charge of Victoria Hospital.
8 Civil and Assistant Surgeons in charge of Districts.
1 Superintendent, Vaccine Institute.
1 Medical Officer in charge of Maharani's Hospital, Mysore.
1 Maternity Hospital.
1 Government Eye Infirmary.
1 Civil Surgeon, Kolar Gold Fields.
~~1 Chemical Examiner~~.
1 Medical Officer, Imperial Service Regiment.
2 Do in charge of Jails.
8 Deputy Inspectors of Vaccination.

1 Senior Surgeon in charge, Lunatic Asylum, (*Government Order No. G. 6286-7—G.M. 44-07-52, dated 29th April 1908*).

1 Health Officer, Mysore, (*Government Order No. G. 6229-30—G. M. 25-10-27, dated 26th April 1911*).

1 ~~Divisional Sanitary Officer, Shimoga~~, (*Government Order No. G. 3525-6—G.M. 44-07-15, dated 13th December 1907*).

1 Sanitary Commissioner (*Government Order No. G. 3525-6—G. M. 44-07-15, dated 13th December 1907*).

1 Director of Public Health Institute (*Government Order No. G. 3231-2—G.M. 53-12-21, dated 12th December 1912*).

Special Sanitary Officer, M. J. S. Hassan.
Durbar Surgeon in charge of General Hospital Mysore

XV. EDUCATION.

1 Inspector-General of Education.
1 ~~Assistant do~~
1 Principal, Central College.
1 Do Maharaja's College, Mysore.
1 Curator, Government Book Depot.
1 Do Oriental Library.

~~1 Honorary Secretary, Industrial School, Mysore~~.

~~2 Inspecting Officers of the Education Department~~.

2 Inspectors of Schools, Eastern and Western Circles (*Government Order No. G. 4838-9—G.M. 31-05, dated 6th April 1906*).

1 Lady Superintendent, Maharani's College, Mysore (*Government Order No. G. 1331-3—Edn. 328-08, dated 30th June 1909*).

Special Officer for organising Kindergarten Institute
Registrar, Mysore University.

XVI. GEOLOGICAL.

~~1 State Geologist~~ Director, Department of Mines & Geology.

XVII. REGISTRATION.

1 Inspector-General of Registration ~~including Special Sub-Registrars~~.

~~8 District Registrars~~.

XII. EXCISE.

1 Excise Commissioner.
1 Deputy do
Assistant Commissioners, Excise Divisions.

NOTE.—Deputy Commissioners should include their office Excise Establishment in their office Indents; and separate Indents may be sent for the Assistant Commissioners in charge of Excise Department in each District.

XIII. STAMP.

1 Superintendent of Stamps.
1 Officer in charge of Stamp Manufactory.

XIV. MEDICAL.

1 Senior Surgeon and Sanitary Commissioner.
1 Do in charge of Medical Stores.
1 Do Plague Department.
1 Surgeon in charge of Victoria Hospital.
7 Civil and Assistant Surgeons in charge of Districts.
1 Superintendent, Vaccine Institute.
1 Medical Officer in charge of Maharani's Hospital, Mysore.
1 Maternity Hospital.
1 Government Eye Infirmary.
1 Civil Surgeon, Kolar Gold Fields.
1 Chemical Examiner.
1 Medical Officer, Imperial Service Regiment.
2 Do in charge of Jails.
8 Deputy Inspectors of Vaccination.

XV. EDUCATION.

1 Inspector-General of Education.
1 Assistant do.
1 Principal, Central College.
1 Do Maharaja's College, Mysore.
1 Curator, Government Book Depot.
1 Do Oriental Library.
1 Honorary Secretary, Industrial School, Mysore.
Inspecting Officers of the Education Department.

XVI. GEOLOGICAL.

1 State Geologist.

XVII. REGISTRATION.

1 Inspector-General of Registration including Special Sub Registrars.
8 District Registrars.

XVIII. MISCELLANEOUS.

1 Chief Commandant, Mysore State Troops.
1 Agricultural Chemist.
1 Superintendent, Amrut Mahal Department.
1 Do Government Gardens.
1 Do Museum.
1 Do Government Press.
1 Do Government Stationery.
1 Director of Archæological Researches.
1 Do of Meteorology.
1 Do of Statistics.
1 Secretary to the Board of Examiners.
1 Mysore Local Service Examination.
1 Officer in charge of Ethonographic Survey.

Revised list appended to be substituted for the

APPENDIX C.

(REFERRED TO IN RULE 5.)

OFFICERS AND OFFICES ENTITLED TO OBTAIN STATIONERY ON PAYMENT.
(BOOK ADJUSTMENT.)

Presidents of City Municipalities, Bangalore and Mysore.
Presidents of District Boards.
Do of Municipalities in Districts.
President, Sanitary Board, Kolar Gold Fields.
Do Sringeri Municipality.
The Chairman of the Board of Trustees for the Improvement of the City of Mysore.

General, dated 27th May 1904.

APPENDIX D.

(Referred to in Rule 11)

190 -0

From

To

The Superintendent,
Government Stationery Depot,
Bangalore.

Dated

Despatched

Received

No.

Forwards in duplicate Indent for Stationery Articles required for the official year 190 -0

...
...
...
...
...

...
...

Date of receipt at the Depot
Registered No.
Date supplied

APPEN

Annual Indent for 1st July. 190 to 30th June 190

Date prepared—

Number of Gazetted Officers	Number of clerks using stationery as per details below	Clerks Accountants and mutchis	Details of sanctioned Establishment.

1	2	3	4	5	
				Consumption of two previous years	
Names of articles	Opening balance of the official year in which the Indent is submitted. This column should not include figures of column 3	Articles received for the official year in which the Indent is submitted	Total of columns 2 and 3	190 —0	190 —0
(1) ARTICLES SUPPLIED ON THE AVERAGE OF THE PAST TWO YEARS' CONSUMPTION.					
Superior Paper.					
1 Machine-made Royal					
2 Do Medium					
3 Do Demy					
6 Cream Wove. Foolscap					
7 Cream-laid Quarto Post					
8 Do Note Paper					
15 Foolscap, Hand-made					
23 Machine-made Foolscap					
Ordinary papers.					
25 Cream Wove, Foolscap 10 lbs. ..					
26 Do do 8 lbs. ...					
27 Blotting paper					
28 Brown cartridge					

NOTES.—Articles mentioned in Appendix A which are not entered in this form

General, dated, 27th May 1904.

DIX D.

for the.....office

Date despatched—

6	Average of the two sub-columns in column 5		
7	Expenditure during the current year: Actuals up to date of Indent from 1st July		Here in below explain why hand-made papers and machine-made paper books are required and enter certificate required under Rule 16 of Stationery Rules for periodical articles claimed.
	Expenditure during the current year: Probable quantity estimated to be spent during the remaining part of the official year		
8	Quantity expected to remain at the beginning of the official year for which the Indent is submitted		
9	Quantity now claimed		
10	Date of last supply of periodical articles		
11	Quantity passed by the Superintendent of Stationery		The form below should be carefully filled up by the indenting officer, the route and mode of carriage being fully specified
12	Quantity supplied by the Depot		Description to be marked on cases.
13	Remarks Note—Explanation of unusually large demands, variations in the consumption shown, etc., should be here given.		To the..... of..... at..... care of..... To be forwarded by.....

should be entered under the appropriate heading.

APPENDIX

1	2	3	4	5	
Names of articles	Opening balance of the official year in which the Indent is submitted. This column should not include figures of column 3	Articles received for the official year in which the Indent is submitted.	Total of columns 2 and 3	Consumption of two previous years	
				190 —0	190 —0
Papers for covers and packets.					
30 Badamy paper					
39 Printing Royal					
41 Do Demy					
Books of writing paper.					
48 Machine-made Medium 2 qrs. No. ...					
49 Do Demy 2 " " ..					
50 Do do 3 " " ...					
51 Do Foolscap 2 " " ...					
52 Do do 3 " " ...					
53 Do do 4 " " ...					
54 Foolscap "From" Register, English " ...					
55 Do "To" do do " ...					
56 Do Index Books " ...					
Blank Books of Printing paper.					
57 "From" Register, Kanarese ...					
58 "To" do do ...					
59 Printing Demy 2 qrs. ...					
60 Do do 3 " ...					
61 Do do 4 " ...					
62 Do Foolscap 2 " ...					
63 Do do 3 " ...					
64 Do do 4 " ...					
65 Quarto 1 " ...					
66 Octavo ½ " ...					
67 Account book of stationery Issued ...					
68 Do do Received ...					
69 File Books					
Sundry articles.					
71 Paste boards ... No. ...					
72 Needles ... " ...					
73 White tape ... skeins ...					
78 Bengal twine ... lbs. ...					
79 Thread, white ... reels ...					
80 Do colored ... " ..					
81 Cloth lined paper ... yards ...					
82 Europe sealing wax sticks ...					
83 Candles .. No. ...					
84 D.-O. Covers ... " ...					

General, dated 27th May 1904.

D—*contd.*

6	7		8	9	10	11	12	13
	Expenditure during the current year							
Average of the two sub-columns in column 5	Actuals up to date of Indent from 1st July	Probable quantity estimated to be spent during the remaining part of the official year	Quantity expected to remain at the beginning of the official year for which the Indent is submitted	Quantity now claimed	Date of last supply of periodical articles	Quantity passed by the Superintendent of Stationery	Quantity supplied by the Depot	Remarks Note.—Explanation of unusually large demands, variations in the consumption shown, &c., should be here given

APPENDIX

1	2	3	4	5	
Names of articles	Opening balance of the official year in which the Indent is submitted. This column should not include figures of column 3	Articles received for the official year in which the Indent is submitted	Total of columns 2 and 3	Consumption of two previous years	
				190 —0	190 —0
(2) ARTICLES ISSUED ACCORDING TO FIXED SCALE.					
95 Goose quills ... No. ...					
96 Steel pen nibs ... " ...					
97 Do holders ... " ...					
98 Black ink powder... Packs ...					
99 Red do ... " ...					
100 Blue black ink powder " ...					
102 Black-lead pencils ... No. ...					
103 Colored do ... " ...					
(3) ARTICLES SUPPLIED AT STATED PERIODS.					
104 Blotting pads					
105 India-rubber					
106 Strops					
107 Penknives					
109 Scissors, large					
110 Do small					
111 Green baize					
112 Glass ink bottles					
113 Screw-top ink glasses					
114 Seals					
115 Candle sticks					
116 Hones					
(4) ARTICLES SUPPLIED ONCE FOR ALL, BUT MAY BE RENEWED ON THE CERTIFICATE REFERRED TO IN RULE 16 OF STATIONERY RULES.					
117 Ebony Inkstands					
118 Wooden do					
119 Rulers, round					
120 Paper Weights.					
121 Pen Rests					
122 Letter Scales					
123 Finger Printing Apparatus					

Station

Date *Signature and Designation of Countersigning Officer.*

I certify that I examined the stock of stationery articles, printed forms and drawing and mathematical instruments, &c., on the.....190 and found the same correct according to the book balance (except in the case of articles shown in the accompanying statement).

Signature and Designation of the Head of the Office.

D—*contd.*

6	7		8	9	10	11	12	13
	Expenditure during the current year							
Average of the two sub-columns in column 5	Actuals up to date of Indent from 1st July	Probable quantity estimated to be spent during the remaining part of the official year	Quantity expected to remain at the beginning of the official year for which the indent is submitted	Quantity now claimed	Date of last supply of periodical articles	Quantity passed by the Superintendent of Stationery	Quantity supplied by the Depot	Remarks Note.—Explanation of unusually large demands, variations in the consumption shown, &c., should be here given

Signature and Designation of Identing Officer.

No. 1

Issue stationery passed in column 11 on the reverse.

Superintendent of Stationery.

Issued stationery accordingly as per column 12 on the reverse.

Store-keeper. *Supervisor.*

CERTIFICATE BY THE HEAD OF THE RECEIVING OFFICE.

I hereby certify that I have received the stationery entered in column 12 forwarded in cases and found them in good condition. The cases were opened and the stationery examined in my presence.

Date } *Manager.* / *Head Clerk.* *Signature of the Head of the office.*

APPENDIX E.

(Referred to in Rule 16)

Articles issued according to a fixed scale.

PER ANNUM.

	Black, lead Pencils	Colored Pencils	Black Ink Powder	Red Ink Powder	Pen holders
Head of offices	4	4	4 Packets to each man	2 Packets to each man	4
Managers, &c. Auditors and Accountants	3	3			3
Clerks	3	...			3
Mutchis	6	...			2

N. B.—Black and red ink powders shall not be issued to each individual, but the required ink will be prepared by office mutchis and served out.

PER MONTH.

	Quills	Nibs	Blotting Paper.
Head of offices	4	8	4 sheets
Managers, &c., Accountants and Clerks	...	8	1 do
Mutchis	...	6	1 do

N. B.—Where nibs are preferred to quills, 2 nibs will be supplied for each quill.

Articles issued at stated intervals.

Minimum number of years for which the articles are issued	Articles	Scale
1 Year ...	Blotting pad	1 for ~~Head of office~~ every gazetted officer
2 do ...	India Rubber piece	1 per man.
4 do ...	Penknives	1 per man.
3 do ...	Strops	1 for each office.
5 do ...	Glasses for wooden inkstands ...	2 per man.
5 do ...	Screw-top glasses...	2 for ~~each officer~~ (gazetted) officers with touring work
4 do ...	Green baize	For clerks and officers, tables at a maximum of 2 yards for each table.
4 do ...	Scissors, large and small *	* 1 large and 1 small for each office.
6 do ...	Seals	1 per office.
8 do ...	Hones	1 per office.
6 do ...	Spring Candlesticks with shades ...	Maximum is 4 per office.
Once for all ...	Rulers round	1 for every 6 men.
Do ...	Ebony Inkstands	2 for ~~each Head of office~~ each gazetted officer
Do ...	Wooden do	1 for each official.
Do ...	Letter Scales	1 for each office.
Do ...	Pen Racks	1 for Head of office.
Do ...	Paper weights	2 Do

4 Pairs to Secretariats, Cheif Court, Comptroller and other officers having several offices.

APPENDIX F-1

(Referred to in Rule 36.)

General Store Account Book of Stationery and Forms of the Office of.................................during the year 190 —0

Instructions for the upkeep of the General Store Account Book of Stationery and Forms.

1. The General Store Account Book should show all receipts, namely the Stationery and Forms received from the Depot, by local purchase, and that returned to Stores by an office or offices, and also the monthly issues and balances in the following manner—

2. The receipts to be posted up whenever they are received and added to the balance at the end of each month; the monthly totals of issues will be posted underneath the next receipts and the balances be thus ascertained monthly. At the end of the year an abstract showing the net receipts, issues and balances of the year will be shown at the foot of the General Store Account Book. The balance at the end of the year will form the opening balances of the ensuing year.

Date	Receipts, Issues and Balances	Writing Paper																											Paper for Drafting purposes					
		1 Royal			2 Medium			3 Demy			7 Cream laid Quarto Post			8 Do Note			15 Foolscap, hand-made			23 Foolscap, machine-made									25 Cream wove Foolscap 10 lbs			26 Cream wove Foolscap 8 lbs		
	Opening Balance	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S

APPENDIX F-1—*contd.*

Paper for Drafting purposes																								Miscellaneous Paper																							
27 Blotting 32 lbs			28 Brown Cartridge 45 lbs			30 Badamy Demy 16 lbs			39 Printing Royal 25 lbs			41 Printing Demy 18 lbs																																		
Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S

Blank Books of Writing Paper										Blank Books of Printing Paper															
48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	71	72
Medium 2 quires	Demy 2 quires	Demy 3 quires	Foolscap 2 quires	Foolscap 3 quires	Foolscap 4 quires	"From" Register, English	"To" Register, English	Index	From Register, Kanarese	To do do	Demy 2 quires	Demy 3 quires	Demy 4 quires	Foolscap 2 quires	Foolscap 3 quires	Foolscap 4 quires	Quarto books	Octavo books	Stationery Issue Book	Stationery Receipt Book	File Books	Paste board	Needles
No.	No.	No.	No.	No.	No.	No.	No.	No.	No	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.

General, dated 27th May 1904.

73	78	79	80	81	82	83	84	86	87	88	89	90	94	95	96	97	98	99	100	101	102	103	104
White Tape	Bengal Twine	Thread, white	Thread, colored	Cloth-lined paper	Sealing wax	Candles	D. O. Covers	Liquid gum bottles	Glass gum pot	Spare brushes	Paper fasteners	Paper cutters	Cotton tags	Goose quills	Steel pen nibs	Do Holders	Black ink powder	Red ink powder	Blue-black ink powder	Blue-black ink bottles	Black lead pencils	Colored pencils	Blotting pad
Sk.	Sk.	No.	No.	Yds.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	Pks.	Pks.	Pks.	No.	No.	No.	No.

Miscellaneous articles																			Drawing materials				
105	106	107	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123						
Rubber	Strops	Pen-knives	Scissors (large)	Scissors (small)	Green baize	Glass ink bottles	Screw top ink bottles	Seals	Candle sticks	Hones	Ebony inkstands	Wooden inkstands	Rulers (round)	Paper weights	Pen rests	Letter scales with weights	Finger printing apparatus						
No.	No.	No.	No.	No.	Yds.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.						

APPENDIX F-2.

(Referred to in Rule 36.)

Account Book of the Issue of Stationery and Forms in the Office of..... .....during the year 190 —0

Instructions for the Issue of Stationery and Forms and for the up-keep of the Account Book of such Issues.

1. As a precautionary measure, the officials receiving articles will draw a line in red ink through the blank spaces opposite their names.

2. The daily expenditure of Stationery and Forms, as entered by each official who receives the articles, must be totalled monthly, and a progressive total thereof extended until the end of the year. The monthly totals will, on the 1st of the succeeding month, be carried into the General Store Account Book, to be dealt with in the manner therein prescribed.

Date	To whom issued	Writing Paper																											Paper for Drafting purposes					
	Signature of recipient	1 Royal			2 Medium			3 Demy			7 Quarto Post cream laid			8 Note, cream laid			15 Foolscap, hand-made			23 Foolscap, machine-made									25 Cream wove Fl'cp. 10 lbs			26 Cream wove Fl'cp. 8 lbs		
		Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S

Paper for Drafting purposes																					Miscellaneous paper																				
27 Blotting Paper 32 lbs			28 Brown Cartridge 45 lbs			30 Badamy Demy Paper 16 lbs			39 Printing Royal 25 lbs			41 Printing Demy 18 lbs																													
Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S

Blank Books of Writing Paper									Blank Books of Printing Paper													
48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	71	72
Medium 2 quires	Demy 2 quires	Demy 3 quires	Foolscap 2 quires	Foolscap 3 quires	Foolscap 4 quires	" From " Register, English	" To " Register, English	Index	" From Registers, Kan	" To " Registers, Kan	Demy 2 quires	Demy 3 quires	Demy 4 quires	Foolscap 2 quires	Foolscap 3 quires	Foolscap 4 quires	Quarto books	Octavo books	Stationery Issue Book	Stationery Receipt Book	File Books	Paste boards	Needles
No.	No.	No.	No.	No.	No.	No	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.

73	78	79	80	81	82	83	84	86	87	88	89	90	94	95	96	97	98	99	100	101	102	103	104
White Tape	Bengal Twine	Thread, white	Thread, colored	Cloth-lined paper	Sealing wax	Candles	D. O. Covers	Liquid gum bottles	Glass gum pot	Spare brushes	Paper fasteners	Paper cutters	Cotton tags	Goose quills	Steel pen nibs	Do Holders	Black ink powder	Red ink powder	Blue-black ink powder	Blue-black ink bottles	Black-lead pencils	Colored pencils	Blotting pad
Sk.	Sk.	No.	No.	Yds.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	Pks.	Pks.	Pks.	No.	No.	No.	No.

Miscellaneous articles																		Drawing materials					
105	106	107	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123						
Rubber	Strops	Pen-knives	Scissors (large)	Scissors (small)	Green baize	Glass ink bottles	Screw top ink bottles	Seals	Candle sticks	Hones	Ebony inkstands	Wooden inkstands	Rulers (round)	Paper weights	Pen rests	Letter scales with weights	Finger printing apparatus						
No.	No.	No.	No.	No.	Yds.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.						

General, dated 27th May 1904,

APPENDIX G.

(Referred to in Rule 43.)

Date prepared—

Date despatched—

Annual Indent for Forms for..... ....Department.

For use from 1st July 190 to 30th June 190

This form to be carefully filled up by the Indenting Officers of outlying stations, specifying the route and mode by which the forms are to be sent.

To the.....
of .....
at.....
care of... ....

1	2	3	4	5	6	7		8	9		10	11	12	13	14	15
Serial No. of Form	Form by whom prescribed	Description of Form	Opening balance of the official year in which the indent is submitted. This column should not include figures of column 3	Forms received for the official year in which the indent is submitted	Total of columns 2 & 3	Consumption of two previous years		Average of the two sub columns in column 5	Expenditure during the current year		Quantity expected to remain at the beginning of the official year for which the indent is submitted	Quantity now claimed	Date of last supply	Quantity passed	Quantity supplied by the Superintendent	REMARKS. NOTE.—Explanation of unusually large demands, variations in the consumption shown, &c., should be here given
						1 —	1 —		Actuals up to date of indent from 1st July	Probable quantity estimated to be spent during the remaining part of the official year						

STATION.....

The 190 Submits Indent for Forms for 190 -9

No. *Received* *Despatched* *Dated* *Through* *To* *From*

Signature.

Indent for Printed Forms.

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APPENDIX H.

(Referred to in Rule 51.)

Form for quarterly return of Expenditure of Stationery and Forms to be submitted by subordinate offices.

Articles or Form No.	Balance on hand at commencement of year	First quarter			Second quarter			Third quarter			Fourth quarter			Remarks
		Receipts	Issues	Balance	Receipts	Issues	Balance	Receipts	Issues	Balance	Receipts	Issues	Balance	

APPENDIX I.

(Referred to in Rule 58.)

Statement of excess and deficiency found at the examination of stock of Stationery articles, Drawing and Mathematical Instruments, Printed Forms, &c., on 190

1	2	3	4	5	6
Articles	Balance as per book	Actually found in stock	Excess	Deficiency	Remarks accounting for the difference

Station.....

Date.....

Signature & Designation.

APPENDIX J.

(Referred to in Rule 56.)

Indent for Printed Forms required for the use of for the year or month

Form No.	Description of Form	Number used during the past twelve months	Number on hand on date of Indent	Number required for ensuing calendar year	Number supplied	Remarks (as to date of supply and how despatched)

Date 190

Date 190 Passed for supply.

Signature of Indenting Officer.

Examined

Officer in charge of Stationery and Forms.

ACKNOWLEDGMENT.

The above forms have been duly received.

Date 190

Examined

Signature of Indenting Officer.

APPENDIX K.

(Referred to in Rule 36.)

Sample Form of Personal Ledger.

Date of issue	To whom issued	Rubber	Strop	Pen-knives	Ink glasses	Screw-top ink glasses	Green baize	Scissors	Seals	Homes	Candle-sticks	Rulers	Ebony inkstands	Wooden inkstand	Paper-weights	Pen-rests	Letter scales

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1903-04

GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE

GENERAL

PROCEEDINGS

Dated 27th May 1904

No. G. 6011-60

Publishing revised rules regulating the supply and consumption of stationery and printed forms in the public offices of the State.

GPB—13-5-07—200

Proceedings of the Government of His Highness the Maharaja of Mysore, Judicial, dated 11th May 1905.

READ—

Letter No. 5612—320, dated the 11th April 1905, from the Registrar of the Chief Court of Mysore, requesting the formal sanction of Government to the purchase sanctioned by the Chief Court of a "Fleet" type-writer for the use of the District Court of Bangalore at a cost of Rs. 175, the sum being met out of the allotment made in the current year's budget for furniture for the said District Court.

2. Letter No. 5803—338, dated the 25th April 1905, from the same officer, stating that the sanction applied for in his previous letter may be kept in abeyance for the present, as the District Judge of Bangalore reports that he finds the machine first proposed unsuited for the work of his Court.

No. J. 3203-41—C. 261-2, DATED BANGALORE, 11TH MAY 1905.

ORDER THEREON.—Recorded with the remark that the purchase of a type-writer requires the previous sanction of Government, since it is not an article of furniture, but a miscellaneous article of a special nature distinct from articles of minor importance and trifling cost such as are alone usually purchased from contingencies.

2. To avoid difficulties as to repairs and to facilitate handling by different typists, etc., it is desirable that the machines purchased in the different public offices should be of some standard pattern or patterns found by experience to be strong and serviceable, such as the Remington, Yost, Densmore and Hammond, and Government would accordingly suggest that purchases in future be confined to these standard types.

B. K. VENKATA VARADA IYENGAR
Secy. to Govt., Gen. & Rev. Dept.

To—The Registrar of the Chief Court of Mysore.
The Comptroller to Government.
Heads of Departments.

Exd.—C.V.

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1904-05

GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE

JUDICIAL

PROCEEDINGS

Dated 11th May 1905

No. J. 3203-41 / C. 261-2

Stating that the purchase of type-writers requires the prior sanction of Government and suggesting that such purchases should be confined to some standard types.

SBP—15-5-05—400

Read

Government Order No. 8546/G.F. 10-1900 dated 9th December 1901 directing the supply of Stationery to call for and receive tenders for the supply of stationery articles himself, and to submit to Government for final acceptance such tenders with his opinion.

(2) Government Order No. G. 2805-7/G.M. 7-7 dated 19th November 1904 authorising the Superintendent of the Government Press and of Stationery to make purchases of prescribed articles required for the public service up to a limit of Rs 50/- in each case, withoutthe previous sanction of Government, provided that there is budget provision available for the purpose.

ORDER THEREON. No. G. 2627-9/G.M. 142-07-1 dated 18th Oct. 1907

All bills for the cost of articles ordered for the Government Press and the Stationery Depot are now invariably submitted by the Superintendent to Government for sanction and transmission to the Comptroller for audit and payment.

Bills for the cost of articles supplied by contractors in pursuance of tenders, the acceptance whereof has been sanctioned by Government, as well as of articles the purchase of which has been specially sanctioned by Government or falls within the powers of the Superintendent under G.O. No. G. 2805-7/G.M. 7-7 dated 19th November 1904 need not be submitted to Government but may be forwarded direct to the Comptroller for audit.

$\frac{G\ 2627\text{-}9}{G.m.\ 142\text{-}07\text{-}1}$ dated 18th Oct. 1907

Proceedings of the Government of His Highness the Maharaja of Mysore, General (Miscellaneous), dated 12th January 1909.

READ—

Letter No. 2891—292, dated the 28th November 1908, from the Inspector-General of Police in Mysore, representing that the Government of the United Province has recently conferred on the Heads of Departments, Commissioners of Divisions and District Judges extended powers in regard to the purchase of books, newspapers and other publications and suggesting that Heads of Departments in Mysore may be similarly permitted to make such purchases without the sanction of Government up to the annual budget grants for the purpose.

No. G. 4012-51—G. M. 188-08-2, DATED BANGALORE, 12TH JANUARY 1909.

ORDER THEREON.—Government do not consider it necessary to accord general permission to Heads of Departments and other officers to purchase books, periodicals and other publications as the Inspector-General suggests. They will however be prepared to consider applications for such permission in respect of any particular kinds of publications that may be required for the use of any department.

K. S. CHANDRASEKHARA AIYAR,
Secy. to Govt., Gen. & Rev. Depts.

To—The Inspector-General of Police in Mysore.
The Heads of other Departments.

Exd.—K. P. S.

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1908-09

GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE

GENERAL (MISCELLANEOUS)

PROCEEDINGS

Dated 12th January 1909

No. G. 4012-51 / Gen. Mis. 188-08-2

Passing orders regarding the grant of permission to Heads of Departments and other officers to purchase, without the previous sanction of Government, books, periodicals and other publications required for the use of their respective departments.

GPB—27-1-09—250

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Proceedings of the Government of His Highness the Maharaja of Mysore, Financial (General Finance), dated 18th August 1913.

READ—

Letter No. 8422—T. A. M. 1593, dated the 12th June 1913, from the Comptroller to Government, stating that charges on account of freight and shipping of articles purchased by the departments under Government, although not mentioned in the estimates of the cost of the articles sanctioned by Government, are being admitted by him in audit, as they have necessarily to be incurred and paid; and suggesting that as there are no definite rulings on the point, the officers submitting the estimates may be instructed to include therein the approximate charges on account of freight and shipping, etc.

No. FL. 883-931—G. F. 27-13-2, DATED BANGALORE, 18TH AUGUST 1913.

ORDER THEREON.—The suggestion of the Comptroller is approved. Heads of Departments are requested to include in the estimates of cost of articles to be purchased, submitted for the sanction of Government, the charges on account of freight and shipping, etc., if such charges can be stated approximately, and if that is not possible to state clearly in the estimates that the cost is exclusive of such charges. In the latter case, the Comptroller is authorised to admit subsidiary charges for freight, shipping, etc., without further sanction of Government, if there is budget provision therefor.

J. S. CHAKRAVARTI,
Financial Secretary to Government.

To—The Comptroller to the Government of His Highness the Maharaja.
The other Heads of Departments.

Exd.—C. R.

1913-14

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE

FINANCIAL
(GENERAL FINANCE)

PROCEEDINGS

Dated 18th August 1913

No. Fl. 883-931
G. F. 27-13-2

Requests Heads of Departments to include in their estimates of cost of articles to be purchased, charges on account of freight and shipping etc., when such charges can be stated approximately, or to state clearly in the estimates that the cost is exclusive of such charges and authorizes the Comptroller to admit, in the latter case the subsidiary charges for freight, shipping, etc., without further sanction of Government.

GPB—28-8-13—250

Proceedings of the Government of His Highness the Maharaja of Mysore.

ORDER NO. FL. 2760-809—G. F. 214-10-88, DATED BANGALORE, 23RD DECEMBER 1913.

The following rules are laid down for the guidance of officers making purchases on behalf of Government. They apply to all departments of the State and also to purchases made on behalf of Local Funds, provided that whenever there is a conflict between these rules and those prescribed by or under the authority of Government on this subject or any particular department (such as the Public Works Department) the special rules of the department will be followed.

A. Selection of Article.

Articles of Mysore production or manufacture.

2. When articles of the kind required are produced in the Mysore State in the form of raw material or are manufactured wholly or substantially in Mysore such local articles should be purchased by preference, provided the price is not higher than that at which non-Mysorean articles of similar quality can be obtained. Articles made in Mysore from Mysore materials should have the first preference.

Articles of British Indian production or manufacture.

3. When articles of the kind required are not produced or manufactured in the Mysore State but are produced or manufactured in other parts of the Indian Empire, such Indian articles should be purchased, by preference, provided their quality, whether manufactured from Indian or imported materials, is sufficiently good for the purpose and the price charged for them is not unfavourable.

Supply by contractors.

4. In the case of important construction work let out on contract, articles not manufactured in India required for the construction of such works may be supplied by the contractor, subject to the following conditions:—

(*a*) that the firm is approved by Government

and (*b*) that the materials are subject to the specification and tests prescribed by Government.

Appendix.

5. A list of the articles generally required by the various departments of the State together with necessary information is given in the appendix to this order. In column 5 of this appendix the names and addresses of firms approved by Government dealing in the articles in question are shown. Special orders of Government regarding the supply of particular classes of articles are noted in column 6. Heads of departments are requested to intimate to Government such changes as may be necessary in this list from time to time.

B. Procedure of purchase.

Purchases according to special orders.

6. In the cases where any special orders of Government are noted in column 6 of the appendix, articles should be obtained by the purchasing officer in accordance with those orders.

Tender system.

7. In the cases in which no special orders are noted against the article in column 6 of the appendix, tenders should be called for according to the rules given below. In the case of articles not already entered in the appendix, the purchasing officer should make an entry in his copy

of appendix (columns 1, 2, 3, 4 and 5) and then proceed under this rule. He should at the same time report to Government the entry made so that the appendix may be amended in such a manner as the Government think fit.

Addition to appendix.

8. If at any time a purchasing officer thinks that any addition should be made to the list of firms against any article in the appendix, he should intimate the same to Government through the proper channel with such particulars regarding the respectability of the firm as may be necessary. The addition will be made under orders of Government in due course if there be no objection. As regards the purchases made in the meantime, the purchasing officer may, however, proceed on the assumption that the addition proposed by him will be approved.

Notice calling for tenders.

9. At least three months before the articles are required, a notice calling for tenders for the supply should be posted in the office of the officer concerned, and where the value of the supply exceeds Rs. 500, should be published in the *Mysore Gazette* also in three successive issues. The notice should give a full description regarding quality, quantity, place and time of delivery, etc., and should also state where samples can be seen by intending tenders. Tenders should be required to be submitted in a particular form to be printed with the notice. In the case of departments requiring large supplies, fairly evenly distributed throughout the year, tenders for the annual supplies to be delivered in specified instalments at intervals may be called for. There is no objection, however, to accept tenders for shorter periods in such cases if the purchasing officer considers it necessary.

10. Copies of all notices calling for tenders should be sent by the officer calling for tender to the firms specified as regards the particular class of articles, in column 5 of the appendix.

11. If the value of the supply exceed Rs. 2,500, the notice calling for tenders should also be published in three issues of a leading English or Kannada newspaper published in the Mysore State. The paper should be selected by the purchasing officer with due regard to the nature of the tender. If the value of the supply exceed Rs. 5,000 the notice should also be published in three successive issues of a leading English or Vernacular newspaper in Madras and of a similar paper in Bombay.

Acceptance of tenders.

12. In accepting tenders, other things being equal, producers, manufacturers and firms in the Mysore State should be given preference.

File of tenders.

13. The file of tenders with the orders of the purchasing officer accepting a particular tender should be carefully preserved for seven years for purposes of reference.

14. If no suitable tenders are received, the purchasing officer may order the articles required from one of the firms specified in column 5 of the appendix against the article in question.

Committee for consideration of tenders.

15. In the case of special departments, the Government may appoint committees to help a purchasing officer in dealing with tenders. The rules of work for

such committees will be laid down separately for each department.

Special Cases.

Direct purchase from recognised firms.

16. When there is risk of serious inconvenience or loss to the public service by waiting to obtain articles by the tender system, an officer may take a direct purchase from any of the recognised firms mentioned in the appendix. The nature of the urgency which rendered a deviation from the tender system necessary, should be explained in the bill.

17. When, owing to the greater promptitude of supply by particular agencies of the special manufacture of some articles by certain firms, substantial economy can be effected by deviating from the tender system, the following officers may purchase directly the articles of the kind specified, from the firms or agencies concerned:—

(1) *Inspector-General of Education.*—Apparatus, books and educational appliances, from the special firms dealing in them.

(2) *Meteorological Department.*—The special instruments and articles required for the department, from the makers or the agents thereof.

(3) *The Agricultural Chemist.*—Apparatus and chemicals for the use of his department, from the firms making them.

(4) *The State Geologist.*—Apparatus and chemicals for the use of his department, from the firms making them.

(5) *The Excise Commissioner.*—Liquor testing and measuring instruments from the English firms dealing in them.

Note.—When the bill for a purchase made under this rule is sent for audit, the drawing office should record a statement explaining briefly the necessity for deviating from the tender system.

18. When it is known that articles of the kind required cannot be had from any firm or agency in India, the tender need not be published in the Gazette. Copies of tender should, however, be sent by registered post to all firms mentioned in the appendix against that class of articles.

C. General Rules.

Purchases not exceeding Rs. 250 in value.

19. The above rules apply to supplies exceeding Rs. 250 in value. Supplies of the value of Rs. 250 or less can be obtained direct from one of the firms mentioned in column 5 of the appendix against the article in question without calling for tenders. The purchasing officer should keep himself informed of the rates of the different firms and effect the purchase in the most economical way. Preference should, however, be given to Mysore firms, other things being equal.

Petty purchases.

20. Petty purchases of Rs. 25 or less are not regulated by these rules and may be made in any way at the discretion of the purchasing officer.

21. Officers making purchases are requested to see that a large purchase is not split up into several smaller ones for evading the rules relating to the larger purchases.

When several small purchases of the same class of articles are made within a period of three months, an explanation should be given on the bills stating why the purchases could not be made together.

22. These rules together with the appendix will be reprinted from time to time with such additions and corrections as may be necessary and will be supplied to all officers of the State who are required to make purchases, for information and guidance.

Comptroller's duties.

23. The Comptroller in passing bills for purchases will see that these rules are observed, a reference to the notice in the Gazette and newspapers calling for tenders being given by the drawer in the bill when necessary. In cases in which, in the Comptroller's opinion, the rules have not been observed, he should refuse payment or hold the amount under objection until the sanction of Government is obtained by the purchasing officer.

J. S. CHAKRAVARTI;
Financial Secretary to Government.

To—The Secretary to Government, General and Revenue Departments.
Do Public Works Department.
Do for Railways.
Do Geological Department.
The Military Secretary to His Highness the Maharaja of Mysore.
The Heads of Departments.
The Comptroller, Mysore Government.
The Comptroller, Public Works and Railway Branch.

Exd.—C. R.

Financial (General Finance), dated 23rd December 1913.

Appendix showing the list of articles, etc.

Number	Description of article	Departments of Government which ordinarily require the article	*Class	Names and addresses of approved firms which deal in the article	Remarks
1	2	3	4	5	6
	A				
1	Aluminium ware ...	Military	O. P. I.	(1) Mr. J. Ingle, Bangalore (Agents) (2) The Indian Aluminium Company, Madras.	
2	Ammunition ...	Do	O. P. I. & F.	The Madras Arsenal.	
3	Antimony	Government Press ...	F.	Messrs. Oakes & Co., Madras.	
4	Apparatus, Laboratory	(1) Agricultural ... ... (2) Geological ... ... (3) Government Gardens ... (4) Medical ... ... (5) Education	F.	(1) Messrs. King, King & Co., Bombay (Agents). (2) Messrs. H. S. King & Co., London (Agents) (3) Messrs. John J. Griffin & Sons, London. (4) Messrs. Baird and Tatlock, London (5) ,, J. Swift & Sons, London. (6) Die Verenigte Fabriken Fuer Laborator iums be darf, Berlin, Germany. (7) Messrs. Warmburnn Quilitz & Co., Germany. (8) Mr. Paul Altman & Co., Germany. (9) Messrs. Krantz & Co., Bonn, Germany.	
5	Do Scientific...	(1) Education ... ... (2) Agricultural ... ... (3) Medical	F.	(1) Messrs. Forster & Co., Bangalore. (2) ,, Kemp & Co., Bombay. (3) ,, Baker & Co., London, (Agents). (4) Messrs. Pye & Co., London. (5) ,, Baird and Tatlock, London (6) ,, Becker & Co., London. (7) ,, Carl Teiss & Co., Limited, London. (8) Messrs. Houtons & Co., Ltd., London. (9) The Cambridge Scientific Company (10) Messrs. Erust Litz, Witzlor, Germany.	
6	Arms ... *...	Military	F.	Messrs. Barton Son & Co., Bangalore, (Agents).	
7	Articles, anthropometric.	Police...	O. P. I.	Messrs. J. Daws & Co., Calcutta.	
8	Axes, hammer ...	Forest	Do	,, Mahomed Nizamuddin & Sons, Bangalore.	

N. B.—*1. M. M.—Produced or manufactured in Mysore, out of Mysore materials.
2. M.—Manufactured in Mysore, but not from Mysore materials.
3. O. P. I.—Manufactured in other parts of India.
4. F.—Manufactured out of India.

Proceedings of the Government of His Highness the Maharaja of Mysore,

Appendix showing the list of articles, etc.—*contd.*

Number	Description of each article	Departments of Government which ordinarily require the article	*Class	Names and addresses of approved firms which deal in the article	Remarks
1	2	3	4	5	6
	B				
9	Badges (plates for orderlies' belts).	All departments except Military.	M.	(1) The Government Military Stores, Bangalore. (2) Messrs. Barton Son & Co., Bangalore. (3) Messrs. C. Krishniah Chetty & Sons, Bangalore. (4) Messrs. Mahomed Nizamuddin & Sons, Bangalore. (5) Mr. Mahomed Cassim *alias* Banary Sab, Bangalore. (6) Messrs. B. Palasingh & Co., Bangalore.	
10	Badges (shoulder and pugree).	Military	M.	(1) Messrs. Barton Son & Co., Bangalore.	
11	Bags, kit	(1) Police ... ... (2) Military (3) The Imperial Service Transport Corps.	O. P. 1.	Mr. Yacoob Sheriff, Bangalore.	
12	Bamboos	(1) Jails ... ... (2) Government Carriage Factory. (3) Military (4) The Imperial Service Transport Corps.	M. M.	The Mysore Forest Department.	
13	Board (ceiling, pinewood).	Pubic Works Department ...	O. P. I.	(1) Messrs. Marsland Price & Co., Bombay. (2) Messrs. Richardson and Cruddas, Bombay.	
14	Board (Mill, asbestos)	Do ...	O. P. I. & F.	(1) The English Warehouse, Kolar Gold Fields. (2) Messrs. Dymes & Co., Madras. (3) " Richardson and Cruddas, Bombay.	
15	Boats (rowing) ...	Do ...	O. P. I.	(1) Messrs. Whiteaway Laidlaw & Co., Bombay. (2) Messrs. Oakes & Co., Madras.	
16	Books and journals ...	All departments... ...	M. O. P. I. & F.	(1) Messrs. Higginbothams, Ltd., Bangalore. (2) Mr. K. S. Narasimha Iyengar, Bangalore. (3) Messrs. Srinivasa Varadachari & Co., Madras. (4) Messrs. Combridge & Co., Bombay. (5) Messrs. Gopalanarayan & Co., Bombay. (6) Messrs. Macmillan & Co., Bombay. (7) Messrs. Thacker & Co., Bombay. (8) " Taraporevalla & Co., Bombay. (9) Messrs. Thacker Spink & Co., Calcutta. (10) Messrs. Kent & Co., London. (11) " H. S. King & Co., London. (12) " Sunkin Marshale & Co., Hamilton. (13) Messrs. Friedlander and Sohn, Berlin. (14) Messrs. Bernhood Leebusch, Leipzig, Germany.	
17	Boots and shoes ...	Do ...	M. M. M. O. P. I. & F.	(1) The Mysore Tannery, Limited, Bangalore. (2) Messrs. Butler & Co., Bangalore. (3) " Wrenn Bennett & Co., Bangalore. (4) The Champion Agency, Bangalore. (5) Mr. Abdul Aziz, Bangalore. (6) Messrs. Wardy & Co., Bangalore. (7) Mr. Yacoob Sheriff, Bangalore. (8) Mr. Abdul Rahim, Bangalore. (9) Mr. Karpanna, Boots and Saddle Manufacturer, Bangalore. (10) Messrs. Whiteaway Laidlaw & Co., Bangalore. (11) Messrs. Cooper Allen & Co., Cawnpore.	
18	Boxes, cardboard ...	Excise	F.	Messrs. H. Stevenson & Sons, London.	

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Financial (General Finance), dated 23rd December 1913.

Appendix showing the list of articles, etc.—*contd.*

Number	Description of each article	Departments of Government which ordinarily require the article	*Class	Names and addresses of approved firms which deal in the article	Remarks
1	2	3	4	5	6
	B—*contd.*				
19	Boxes, despatch ...	All departments ...	O. P. I. & F.	(1) Messrs. Spencer & Co., Bangalore. (2) Messrs. Richardson and Cruddas, Bombay. (3) Messrs. Allibhoy Vallijee & Sons, Multan.	
20	Banaths ...	Government Carriage Factory.	O. P. I.	Messrs. Mulla & Co., Bombay.	
21	Baton ...	(1) Police ... ... (2) Prisons	M. M.	(1) The Central Jail, Bangalore. (2) Mr. C. Lakshmiah, Bangalore. (3) ,, Mestri Ramiah, Bangalore.	
22	Bells ...	Education	O. P. I.	Messrs. Mahomed Nizamuddin & Sons, Bangalore.	
23	Belt, leather ...	Forest	O. P. I.	Do	
24	Belt, cotton ...	Public Works Department...	O. P. I.	Messrs. Hajee Abdul Rahiman Sahib & Sons, Bangalore.	
25	Belting, camel's hair				
26	Bicycle and accessories	All offices having cycle orderlies.	F.	(1) Messrs. F. T. Peters & Co., Bangalore. (2) ,, Spencer & Co., Bangalore. (3) Mr. Bunyan, Bangalore. (4) The Universal Stores, Mysore. (5) Messrs. Addison & Co., Madras.	
27	Bins, seed store ...	Government Gardens ...	O. P. I.	Messrs. Parry & Co., Madras.	
28	Bits, Pelham and water	(1) Government Stables ... (2) Military ... ... (3) Imperial Service Transport Corps	F.	(1) Messrs. A. P. Butler & Co., Bangalore. (2) ,, Barton Son & Co., Bangalore. (3) ,, S. Laver & Co., Secundrabad. (4) ,, Cooper Allen & Co., Cawnpore.	
29	Bitumen ...	Public Works Department and Electrical.	F.	Messrs. Shaw Wallace & Co., Calcutta and Madras.	
30	Blankets ...	(1) Military ... ... (2) Imperial Service Transport Corps. (3) Government Press ... (4) Forest ... ... (5) Prisons	M.	(1) The Bangalore Woollen Mills, Bangalore. (2) Central Jail, Bangalore. (3) Messrs. Muniyappa & Sons, Banlore. (4) ,, Adeppa & Sons, Bangalore. (5) ,, Muniyallappa & Sons, Bangalore. (6) Mr. Yacoob Sheriff, Bangalore (7) Messrs. Oakes & Co., Madras.	
31	Buckets, Zinc ...	Government Press ...	M.	Mr. Abdulla Sheriff, Bangalore.	
32	Buttons, Police ...	(1) Police ... ... (2) Prisons	F. M.	(1) Government Military Stores, Bangalore. (2) Messrs. Barton Son & Co., Bangalore. (3) ,, J. Duxburry & Co., Bombay.	
33	Buttons (Regimental pattern).	Military ...	F.	Messrs. Barton Son & Co., Bangalore.	

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Appendix showing the list of articles, etc.—*contd.*

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1	2	3	4	5	6
	B—*concld.*				

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1	2	3	4	5	6
	C				
34	Calico ...	(1) Government Carriage Factory. (2) Prisons	O. P. I.	(1) Messrs. Birkmyre Brothers, Calcutta.	
35	Calico, binders ...	Government Press ...	F &	(1) Mr. Abdulla Sheriff, Bangalore.	
36	Calico, country ...		O. P. I.	(2) Messrs. Oakes & Co., Madras. Messrs. Birkmyre Brothers, Calcutta.	
37	Canvas ...	(1) Government Carriage Factory. (2) The Imperial Service Transport Corps. (3) Prisons	O. P. I.		
38	Carpets and durries ...	(1) Government Tent Stores (2) Public Works Department. (3) Police ... ... (4) Forest ... ... (5) Revenue Survey ...	O. P. I. & M.	(1) Central Jail, Bangalore. (2) Mr. Magojee Govind Sahojee, Bangalore. (3) The Elgin Mills, Cawnpore.	
39	Carriage, parts of ...	Government Carriage Factory.	...	.....	
40	Cement ...	(1) Public Works Department. (2) Mysore City Improvement Trust Board. (3) Prisons	F.	(1) Messrs. Hajee Abdul Rahiman Saheb & Sons, Bangalore. (2) The South Indian Export Co., Madras. (3) Messrs. Binny & Co., Madras (Agents). (4) Burn & Co., Madras. (5) ,, Parry & Co., Madras (6) ,, Medowell & Co., Madras. (7) ,, P. Leslie & Co., Calicut.	
41	Cement, rubber ...	Government Carriage Factory.	F.	(1) The Indian Cycle Co., Bangalore. (2) The Motor House, Bangalore.	
42	Chemicals, pure ...	(1) Agricultural ... ... (2) Geological ... ... (3) Medical Stores ... (4) Education ... ... (5) Government Museum ...	F.	(1) Messrs. Shrieves & Co., Bangalore. (2) The Reliance Co., Bangalore. (3) Messrs. Ostermayer & Co., Bombay. (4) ,, P. Davis & Co., London and Bombay. (5) ,, H. S. King & Co., London (Agents). (6) ,, Baird and Tatlock, London. (7) ,, Evans, Lesher and Webb, London. (8) ,, Ferris & Co., Bristol. (9) Mr. E. Merck, Darmstadt, Germany. (10) ,, C. H. F. Kahlbann, Berlin, Germany.	
43	Chemicals, raw and commercial.	(1) Public Works Department. (2) Government Carriage Factory. (3) Military ... ... (4) Imperial Service Transport Corps. (5) Jails	F.	(1) Messrs. Hajee Abdul Rahiman Sahib & Sons, Bangalore. (2) Mr. J. R. Goodser, Bangalore. (3) The South Indian Industrial Co., Madras.	
44	Clocks and timepieces	All departments ...	F.	(1) Messrs. V. Abdul Hakh & Co., Bangalore. (2) ,, Mahomed Nizamuddin & Sons, Bangalore. (3) ,, B. Palasingh & Co., Bangalore. (4) ,, Saliah Mahomed Kassim Sait, Bangalore. (5) The West End Watch Co., Bombay.	
45	Cloth packing ...	Government Press ...	O. P. I.	Mr. Abdullah Sheriff, Bangalore.	
46	Cloth, dungry ...	Revenue Survey ...	M. M.	The Spinning and Manufacturing Co., Bangalore.	
47	Cloth, emery ...	(1) Public Works Department. (2) Prisons	F.	Messrs. Hajee Abdul Rahimàn Sahib & Sons, Bangalore.	
48	Cloth, gunny ...	Forest	M. M. & M.	(1) The Bangalore Woollen & Cotton Mills. (2) Mr. Narasinga Rao, Bangalore. (3) Messrs. Pourwall & Co., Bangalore	
49	Cloth, roxine ...	Stationery	F.	The British Leather Cloth Manufacturing Company, Hyde, near Manchester.	

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1	2	3	4	5	6
	C—*concld.*				
50	Cloths, dress and uniforms.	All departments including Military and Police.	M. M. M. O. P. I. & F.	(1) Mr. Magojee Govind Sahojee, Bangalore. (2) Mr. Abdul Aziz, Bangalore. (3) ,, Elloji Rao do (4) ,, Akbar Hussein Khan, Bangalore. (5) ,, Nanjappa, Bangalore. (6) ,, Messrs. Subba Rao and Munisami Rao, Bangalore. (7) Mr. Yacoob Sheriff, Bangalore. (8) Messrs. Abdul Kareem & Sons, Bangalore. (9) Mr. Papiah Chetty Brothers, Bangalore. (10) Mr. M. Revana Rao, Bangalore. (11) The City Mart, Bangalore. (12) Mr. K. Narayana Iyengar, Bangalore. (13) Mr. M. Munivenkatappa, Bangalore City. (14) Messrs. J. Duxbury & Co., Bombay. (15) Messrs. Spinner & Co., Bombay. (16) Mr. Wodilal Baghavan Das, Ahmedabad. (17) Mr. Sadrudin Gulam Nabi, Ludhiana.	
51	Coal	Agricultural	O. P. I.	(18) Messrs. Dolan & Co., London. (1) Messrs. Best & Co., Madras.	
52	Cordage and ropes ...	(1) Public Works Department. (2) Government Stables ... (3) Government Carriage Factory. (4) Forest ... ... (5) Military ... ... (6) The Imperial Service Tansport Corps. (7) Government Press ... (8) Prisons	M. M. O. P. 1 & F.	(1) Messrs. Hajee Abdul Rahiman Sahib & Sons, Bangalore. (2) Mr. Abdulla Sheriff, Bangalore. (3) Messrs. Hajee Madar Sahib & Co., Bangalore. (4) Messrs. Wardy & Co., Bangalore. (5) The English Werehouse, Kolar Gold Fields. (6) Mr. Kencharajasetty, Arsikere. (7) The Indian Warehouse, Madras. (8) Messrs. Richardson & Cruddas, Bombay. (9) Messrs. Ransomes and Napier, London.	
53	Cotton	Prisons	M. & O. P. I.		
54	Cyclostyle and accessories.	All departments ...	F.	(1) Messrs. Ganesha & Co., Bangalore. (2) Messrs. Addison & Co., Madras. (3) ,, Thomas & Co., do (4) ,, Richardson and Cruddas, Bombay. (5) Messrs. Baker & Co., London (Agents).	

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1	2	3	4	5	6
	E				
55	Explosives ...	Public Works Department ...	F.	(1) Messrs. Mobel & Co., Bangalore. (2) ,, Best & Co., Madras. (3) ,, Parry & Co., do (4) ,, Richardson and Cruddas, Bombay.	
56	Equipment, harness ...	Government Stables ...	F.	(5) Messrs. Mohsin & Co., Bombay. (6) ,, Ismail & Co. do See Saddlery.	

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1	2	3	4	5	6
	F				
57	Fittings, Electric Lighting ...	(1) Electrical ... .. (2) Public Works Department	F.	(1) The Anglo-American Stores, Bangalore. (2) Messrs. Campbell & Sons, Bangalore. (3) Messrs. Simons Brothers, Madras. (4) Messrs. Oakes & Co., Madras. (5) Mr. H. L. Rochet, Bombay. (6) Messrs. F. and C. Osler, Birmingham and Calcutta. (7) The General Electrical Company, London. (8) Messrs. Verity & Co., London. (9) The Lahmeyer Electrical Company, Birmingham. (10) The General Electrical Company, New York, United States of America (11) The Lock Insulator Company, New York, United States of America. (12) The Ohio Brass Company, New York, United States of America.	
58	Fittings, Sanitary ...	The Mysore City Improvement Trust Board.	F.	(1) Messrs. Oakes & Co. Madras. (2) ,, Richardson and Cruddas, Bombay.	
59	Fittings, telephone ...	Public Works Department ...	F.	(1) Messrs. Hajee Abdul Rahiman Sahib & Sons, Bangalore. (2) The English Warehouse, Kolar Gold Fields. (3) Messrs. Parry & Co., Madras. (4) ,, Richardson and Cruddas, Bombay. (5) The Bombay Telephone Company. (6) The Oriental Telephone Company, Bombay.	
60	Frames, ferrotype ...	Do ...	O. P. I.	(1) The Indian Warehouse, Madras. (2) Messrs. Richardson and Cruddas, Bombay.	
61	Furniture ...	All departments ...	M. M. M. & O. P. I.	(1) Messrs. Wrenn, Bennett & Co., Bangalore. (2) The Central Jail, Bangalore. (3) Public Works Department Workshop, Bangalore. (4) Mr. C. Lakshmaiya, Bangalore. (5) Messrs. Pathiyanna Brothers, Bangalore. (6) Messrs. C. Narasimhaiya & Sons, Bangalore. (7) Messrs. Ramaswami Chetty & Co., Bangalore. (8) Mr. T. Munisamappa, Bangalore. (9) ,, Nagappa do. (10) ,, Rangappa do. (11) ,, Kempiah do. (12) ,, C. Ramaswamiah do. (13) ,, Anniappa do. (14) Messrs. Tippu Saheb & Sons, Bangalore. (15) Messrs. D. Adeppa & Sons, Bangalore. (16) Mr. Venkataraju, Bangalore. (17) The Industrial Schools at Mysore, Channapatna, Sagar and Hole-Narsipur. (18) The Wesleyan Mission Workshop, Tumkur. (19) Mr. Subrayappa, Tumkur. (20) The Mission Institute, Kolar. (21) Messrs. C. Appaji Rao & Co., Shimoga (22) Mr. S. Tiramalachar, Mysore.	

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1	2	3	4	5	6

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1	2	3	4	5	6
	G				
62	Glass and glassware ...	(1) P. W. D. (2) Jails	O. P. I. & F.	(1) Messrs. Hajee Abdul Rahiman Sahib & Sons, Bangalore. (2) The Star Art Framing Co., Bombay. (3) Messrs. Pilkington Brothers, Calcutta. (4) Mr. Perry Mohan Lal, Calcutta.	
63	Glass cases, special ...	Government Museum	F.	Messrs. H. A. Alexander & Co., London.	
64	Goods, cotton and woollen.	Jails	M. M. & M.	(1) The Woollen and Cotton Mills, Bangalore. (2) Mr. Yellappa, Contractor, Bangalore. (3) Mr. Mohadeen, Merchant, Mysore.	
65	Goods, India rubber...	Public Works Department	F.	(1) Messrs. Hajee Abdul Rahiman Sahib & Sons, Bangalore. (2) The English Warehouse, Kolar Gold Fields. (3) Messrs. Oakes & Co., Madras. (4) ,, Best & Co., Madras. (5) ,, Massy & Co., Madras. (6) ,, C. Parsons & Co., Madras. (7) ,, Mahamadalli Jeevaji & Co., Madras. (8) ,, Abdul Hussain, Noorbha & Co., Madras. (9) The South Indian Industrial Co., Madras. (10) Messrs. Richardson & Cruddas, Bombay. (11) ,, Turner Hoare & Co., Bombay. (12) ,, John Fleming & Co., Bombay. (13) ,, Marshall Sons & Co., Bombay. (14) ,, Geo Service & Co., Bombay. (15) ,, Crowder & Co., Bombay. (16) ,, Greeves, Cotton & Co., Bombay. (17) ,, Worthington, Pump & Co., Calcutta. (18) ,, Ahmuty & Co., Calcutta. (19) ,, Leslie & Co., Calcutta. (20) ,, Burn & Co., Calcutta. (21) ,, Simson & Co., Calcutta. (22) ,, Mansfield & Sons, Calcutta.	
66	Grains, seeds ...	Government Gardens	O. P. I.	Messrs. Thompson & Co., Calcutta.	

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1	2	3	4	5	6
	H				
67	Hides ...	(1) Military ... (2) Government Carriage Factory. (3) Government Stables ... (4) Prisons ...	M. M. & O. P. I.	(1) The Mysore Tannery, Ltd. (2) Mr. B. Karpanna. (3) Messrs. Wardy & Co. (4) Mr. Yacoob Sheriff. (5) Mr. Abdul Basith. (6) Messrs. Tipoo Sahib & Sons } *Firms in Bangalore* *Bangalore.*	
68	Hardware ...	All departments ...	M.M.,M. O.P.I. & F.	(1) Messrs. Haji Abdul Rahiman Sahib & Sons. (2) The English Warehouse. (3) The Motor House (4) Messrs. Mackenzie & Co. (5) Do Ahobal & Co. (6) Do Hajee Madar Sahib & Co. (7) Do Tippo Sahib & Sons. (8) Mr. Abdulla Sheriff. *Mysore.* (9) Mr. Devichand Ramji. (10) Mr. Chabumiah. *Kolar Gold Fields.* (11) The English Warehouse. *Madras.* (12) Messrs. Massey & Co. (13) ,, Oakes & Co. (14) ,, Mahamadally Jeevaji & Co. (15) ,, Dymes & Co. (16) ,, C. H Parsons & Co. (17) The South Indian Industrial. (18) The Reliance Foundry. (19) The Indian Warehouse. *Bombay.* (20) Messrs. Richardson & Cruddas. (21) ,, Turner, Hoare & Co. (22) ,, George Service & Co. (23) ,, John Fleming & Co. (24) ,, Marshall & Sons. (25) ,, Greeves Cotton & Co. (26) ,, Crowder & Co. (27) ,, Clubwalla & Co. (28) ,, Macbeth Brothers. (29) ,, King King & Co. (30) ,, A. J. Maill & Co. (31) ,, Pollonji Edulji & Co. (32) ,, Garlick & Co. (33) ,, Marsland Price & Co. *Calcutta.* (34) Messrs. Thomson & Co. (35) ,, Mansfield & Sons. (36) ,, Ostler & Co. (37) ,, W. Leslie & Co. (38) ,, Balmer Lawrie & Co. (39) ,, Martin & Co. (40) ,, James Simson & Co. (41) ,, Ahumty & Co. (42) ,, Burn & Co. *Jubbulpore.* (43) Messrs. Burn & Co. (44) The Perfect Pottery & Co. *London.* (45) Messrs. Doulton & Co. (46) ,, Adams & Co., Hydraulics. (47) ,, Shanks & Co.	

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1	2	3	4	5	6
	H Hardware—*concld.*			*Middleborough England.* (48) Messrs. Dorman, Long & Co. *Rochester England.* (49) Aveling & Porter ... ... *Glasgow Scotland.* (50) Messrs. Macfarlane & Co.	
69	Haversacks ...	(1) Police ... ... (2) Military	O. P. I.	(1) Central Jail, Bangalore. (2) Mr. M. Hussain Khan, Bangalore. (3) Mr. Yacoob Sheriff, Bangalore. (4) The Elgin Mills, Cawnpore.	
70	Hoops	Government Carriage Factory.	O. P. I.	Messrs. Mulla & Co., Bombay.	

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1	2	3	4	5	6
	I				
71	Ink, blue black ...	(1) † Government Stationery Depot. (2) Government Press ... (3) Medical Stores ...	M. M.	(1) Mr. Saliah Mahomed Kassim Sait, Ink Manufacturer, Bangalore. (2) Mr. H. Dey, Balasore.	† *Vide* G. O. No. G. 5126—G. M. 194-05-8, dated 17th April 1906.
72	Ink, Registration and rubber stamp.	Registration ...	M.	Mr. Saliah Mahomed Kassim Sait, Badgalore.	
73	Ink, Stephen's red ...	Revenue Survey ...	F.		
74	Inks, printing ...	Government Press ...	F.	(1) Mr. Abdulla Sheriff, Bangalore. (2) Messrs. Wilson & Co., Madras. (3) ,, Oakes & Co., Madras. (4) Provincial Printing Ink Co., London. (5) Richardson's Printing Ink Co., London.	
75	Inkstands, wooden ...	Government Stationery Depot.	M. M.	Bangalore Central Jail.	
76	Instruments, Musical, Band.	Military	F.	Messrs. S. Rose & Co., Bombay.	
77	Instruments, drawing, mathematical and surveying.	(1) Public Works Department (2) Agricultural ... (3) Forest ... ... (4) Revenue Survey ... (5) Geological	F.	(1) Messrs. Barton Son & Co., Bangalore. (2) ,, Higginbothams, Ltd., Bangalore. (3) ,, Spencer & Co., Bangalore. (4) ,, Lawrence and Mayo, Madras. (5) ,, P. Orr & Sons, Madras. (6) ,, Best & Co., Madras. (7) ,, Addison & Co., Madras. (8) ,, Richardson and Cruddas, Bombay. (9) ,, Thacker & Co., Bombay. (10) The Mathematical Instruments Office, Calcutta. (11) Messrs. H. S. King & Co., London.	
78	Instruments, spirit measuring.	Excise	F.	(1) ,, L. Cassel & Co., London. (2) ,, Lumbry & Co., London.	
79	Instruments, surgical	Medical	F.	(1) ,, J. Weiss & Sons, London. (2) ,, Dawn Bros., London. (3) ,, Arnold & Sons, London. (4) ,, Ferris & Co., Bristol. (5) ,, Mawson & Sons (England).	
80	Instruments and charts, scientific.	Meteorological	F.	(1) Mr. J. W. Ottmann, Bangalore. (2) ,, J. J. Hicks, London. (3) Messrs. L. Curella & Co., London. (4) ,, Negrette and Zambya, London.	

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Proceedings of the Government of His Highness the Maharaja of Mysore,

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1	2	3	4	5	6
	K				
81	Kerosene ...	(1) Public Works Department (2) Agricultural ... (3) Excise ... ... (4) Government House ... (5) Medical ... ... (6) Government Press ... (7) Prisons	O. P. I. & F.	(1) The Burma Oil Co., Bangalore. (2) Messrs. R. A. Sattar & Co., Bangalore. (3) Mr. S. P. Mason, Bangalore. (4) ,, Abdulla Sheriff, Bangalore. (5) The Asiatic Petroleum Co., Madras.	
82	Khaki (Drill, etc.) ...	(1) Military ... ... (2) The Imperial Service Transport Corps.	O. P. I. & F.	(1) Messrs. Wrenn Bennett & Co., Bangalore. (2) ,, Whiteaway Laidlaw & Co., Bangalore. (3) ,, Adeppa & Sons, Bangalore. (4) ,, P. Thangavelu Chetty, (5) The Buckingham Mills, Madras. (6) Messrs. Killick Nixon & Co., Bombay.	
83	Kullas	(1) Military ... ... (2) The Imperial Service Transport Corps.	O. P. I. & F.	(1) Mr. Munshi Nizamuddin Lungi, Merchant Peshawar. (2) The Kulla Manufacturing Company, Ludhiana.	

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1	2	3	4	5	6
	L				
84	Lace	Military	O. P. I & F.	(1) Mr. Magojee Govind Sahoji, Bangalore. (2) ,, Yacoob Sheriff, Bangalore. (3) ,, Munishi Nizamuddin Lungi Merchant, Peshawar.	
85	Lamps	(1) Public Works Department. (2) Agricultural ... (3) Medical Stores ... (4) Prisons	Do ...	(1) Messrs. Spencer & Co., Bangalore. (2) ,, Pourwall & Co. do (3) ,, Oakes & Co., Madras. (4) ,, Ponnu & Co. do (5) ,, R. Ditmar Bros., Bombay. (6) Messrs. Richardson and Cruddas, Bombay.	
86	Lanterns	(1) Public Works Department. (2) Police ... ... (3) Medical Stores ... (4) Prisons	O. P. I. & F.	(1) Messrs. Wrenn Bennett & Co., Bangalore. (2) Messrs. Spencer & Co., Madras. (3) ,, R. Ditmar Bros., Bombay.	
87	Locks	All Departments ...	Do ...	(1) ,, Spencer & Co., Bangalore. (2) ,, Hajee Abdul Rahiman Sahib & Sons, Bangalore. (3) Mr. Abdul Hakh, Banagalore. (4) The City Mart, Bangalore. (5) Messrs. H. N. Rao & Bros., Bangalore. (6) The Swadeshi Steel Trunk Manufacturing Co., Tanjore. (7) Messrs. John & Co., Aligarh. (8) The Postal Locks Works, do (9) The Diamond Jubilee Lock Factory, Aligarh. (10) The Alliance Locks Works, Aligarh. (11) Messrs. Jha & Sons, Aligarh. (12) ,, K. I. & N. B. Smith, Aligarh. (13) Messrs. Richardson and Cruddas, Bombay. (14) Godrej and Boyce Manufacturing Co., Bombay. (15) Messrs. Das & Co., Calcutta.	
88	Letters and numbers, metalic.	(1) Police ... ... (2) Forest	M	(1) ,, Nizamuddin & Sons, Bangalore. (2) Mr. M. Abdul Aziz, Bangalore. (3) ,, Mahomed Cassim *alias* Banary Sab, Bangalore.	
89	Looms	Prisons	O. P. I.	The Salvation Army Loom Factory, Ludhiana.	

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Appendix showing the list of articles, etc.—*contd.*

Number	Description of each article	Department of Government which ordinarily require the article	*Class	Names and addresses of approved firms which deal in the article	Remarks
1	2	3	4	5	6
	M				
90	Machinery, printing and building, with parts.	Government Press ...	F.	(1) Messrs. Mackenzie & Co., Bangalore. (2) Messrs. Oakes & Co., Madras (Agents). (3) The Champion Agency, Bangalore. (4) Mr. Aug. Bruhman, London. (5) Messrs. Harild & Sons, London. (6) ,, Wood Miles & Co. do (7) ,, Bannerman & Co. do (8) ,, William Dawson & Sons, Otley, Yorkshire. (9) Messrs. Fieldhouse and Crossfield, Otley, Yorkshire. (10) Messrs. Waite and Savilla, Otley. (11) Messrs. Grug & Co., Edinburg. (12) The Indian Printers Agency Co., Madras.	
91	Machinery, Workshop and parts.	(1) Public Works Department. (2) Electrical ... ... (3) The Mysore City Improvement Trust Board.	O. P. I. & F.	See Hardware.	
92	Machinery including transformers and turbines, Electrical.	Electrical	F.	(1) The General Electric Company, London. (2) The Lahmeyer Electric Company, Birmingham. (3) Messrs. Escher Wyss & Co., Zurich, Switzerland. (4) The General Electric Company, New York, U. S. A. (5) The Manning, Maxwell, Moore & Co., U. S. A.	
93	Machines and appliances.	Agricultural	M. M., O. P. I. & F.	(1) The Normal Training Institute, Kolar. (2) Messrs. Marshall & Sons, Bombay. (3) ,, Mansfield & Sons, Calcutta. (4) The Nahan Foundry, Punjab. (5) Messrs. Hunt & Co. (England). (6) ,, Massey Harris & Co., Toronto, Canada. (7) Messrs. John Deere & Co., New York, U. S. A. (8) Messrs. Hebner & Sons, Pennsylvania, U. S. A.	
94	Manure, artificial ...	Government Gardens ...	O. P. I.	Messrs. P. Leslie & Co., Calicut.	
95	Materials, printers' and binders'.	Government Press ...	M. O. P. I. & F.	(1) Mr. Abdulla Sheriff, Bangalore. (2) Messrs. Abdulla Sahib & Co., Bangalore. (3) Messrs. Hajee Madar Sahib & Co., Bangalore. (4) Messrs. Wardy & Co., Bangalore. (5) Mr. Mahomed Kassim Sait, Bangalore. (6) The Weslyan Mission Press, Mysore. (7) Messrs. Oakes & Co., Madars. (8) ,, Birkmyre Bros., Calcutta. (9) ,, Harrild & Sons, London. (10) ,, John Haddin & Co., do (11) ,, Wesschoef and Zimmerman, London. (12) Messrs. L. A. Dixon & Co., Liverpool. (13) Messrs. Stephenson, Blake & Co., Sheffield. (14) Messrs. William Dawson & Sons, Otley, Yorkshire.	
96	Materials, reinforcing concrete.	(1) Public Works Department. (2) The Mysore City Improvement Trust Board.	F.	(1) Messrs. Dymes & Co., Madras. (2) The South Indian Export Co., Madras. (3) Messrs. C. Parsons & Co., Madras.	
97	Medicines, country ...	Medical ...	M. M. & O. P. I.	(1) Mr. S. P. Mason, Bangalore. (2) ,, B. G. Munisamappa, Bangalore. (3) Mr. Mariappa, Bangalore. (4) ,, C. Honnappa, Bangalore. (5) ,, Ramachandra Rao, Scindhe, Bangalore.	

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Appendix showing the list of articles, etc.—*contd.*

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	M—concld.				
98	Medicines, Europe, and Surgical dressings.	Medical ...	F	(1) Mr. H. W. Halker, Madras. (2) Messrs. P. Davis & Co., London and Bombay. (3) Messrs. Kemp & Co., Bombay. (4) ,, Baird and Tatlock, London. (5) Messrs. Evans, Lesher and Webb, London. (6) Messrs. Ferris & Co., Bristol (Agents.)	
99	Medicines, Veterinary	(1) Military ... (2) The Imperial Service Transport Corps.	F	(1) Messrs. Burgoyne and Barbridges & Co., London. (2) Messrs. Ferris & Co., Bristol.	
100	Metal, Expanded ...	Public Works Department...	F	(1) The South Indians Industrials & Co., Madras. (2) Messrs. Marsland and Price, Bombay.	
101	Motor car, and spare parts of.	Do ...	F	(1) The Motor House, Bangalore. (2) The Cycle and Motor Agency, Bangalore. (3) Messrs. Oakes & Co., Madras. (4) ,, Simpson & Co., Madras. (5) ,, Dunlop Pneumatic Tyre Co., Bombay. (6) Bombay Motor Car Co., Bombay.	

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Proceedings of the Government of His Highness the Maharaja of Mysore,

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1	2	3	4	5	6
	O				
102 103	Oil, Castor ... Oils, Engine and lubricating.	Government Press ... Public Works Department ...	M. M. O. P. I. & F.	Mr. Abdulla Sheriff, Bangalore. (1) Messrs. Hajee Abdul Rahiman Sahib & Sons, Bangalore. (2) Mr. Abdulla Sheriff, Bangalore. (3) Messrs. Ahobal & Co., Bangalore. (4) The English Warehouse, Kolar Gold Fields. (5) The Indian Warehouse, Madras. (6) The Vacuum Oil Co., Madras. (7) The Valvueline Oil Co., Madras. (8) The Burma Oil Co., Madras. (9) Messrs. Richardson and Cruddas, Bombay. (10) The Howrah Oil Mills, Calcutta. (11) Messrs. Ransomes and Napier, London. (12) The General Electric Company, New York, United States of America.	

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	P				
104	Paint, Special ...	Government Stamp Manufactory.	F	Messrs. W. A. Rose & Co., London.	
105	Pagadies ...	(1) Military ... (2) The Imperial Service Transport Corps.	M O. P. I.	(1) Mr. Magojee Govind Sahojee, Bangalore. (2) Mr. Yacoob Sheriff, Bangalore.	
106	Paper, ferrotype ...	Public Works Department...	F	(1) Messrs. Dharma & Co., Bangalore. (2) ,, V. Perumall Chetty & Sons, Madras.	
107	Paper of all kinds ...	Stationery ...	O. P. I. & F	(1) Messrs. V. Perumall Chetty & Sons., Madras. (2) Messrs. John Dickinson & Co., Madras. (3) The Bengal Paper Mills, Calcutta. (4) The Titaghur Paper Mills, Calcutta (5) Messrs. Spicer Brothers, London. (6) ,, W. V. Bowater & Sons, London. (7) Mr. J. Heywood, Manchester. (8) Messrs. A. Pirie & Sons, Aberdeen.	
108	Parts, spare, for motor cars.	Public Works Department...	F	See Motor Car.	
109	Patties ...	(1) Military ... (2) The Imperial Service Transport Corps.	F	(1) Mr. P. Thangavelu Chetty, Bangalore. (2) Messrs. Spinner & Co., Bombay. (3) The Cawnpore Woollen Mills. (4) The Muir Mills, Cawnpur.	
110	Petrol ...	(1) Public Works Department. (2) Government Carriage Factory. (3) Government House ...	F	(1) The Motor House, Bangalore. (2) Messrs. R. A, Sattar & Co. Bangalore.	
111	Pipes, cement ...	(1) Public Works Department. (2) The Mysore City Improvement Trust Board.	M O. P. I.	(1) The City Brick and Tile Works, Bangalore. (2) Messrs. Campbell & Sons, Bangalore.	
112	Pipes, earthen ...	Public Works Department...	O. P. I.	(1) The Henke's Tile Works, Feroke. (2) The Bassel Mission Tile Works.	
113	Pipe stoneware ...	(1) Public Works Department. (2) The Mysore City Improvement Trust Board.	O. P. I. & F	(1) Messrs. Campbell & Sons, Bangalore. (2) Messrs. Burn & Co., Jubbulpore. (3) The Perfect Pottery Co., Jubbulpore. (4) Messrs. Richardson & Cruddas, Bombay. (5) Messrs. Doulton & Co. (England). (6) ,, Sultan & Co., (England). (7) ,, James, Oakes & Co. (England). (8) ,, Mansfield & Sons (England).	
114	Plant, Engineers ...	(1) Public Works Department. (2) Electrical ...	M O. P. I. & F	See Hardware.	
115	Plant, Hydraulic ...	Electrical ...	F	See Machinery, Electrical.	
116	Porcelain, Earthenware.	(1) Botanical Gardens ... (2) Government Museum ...	M. M. O. P. I. & F	(1) The City Brick and Tile Works, Bangalore. (2) The Henke's Tile Depot, Bangalore. (3) Messrs. Oosman & Co., England. (4) ,, Nicol Kiesling & Co., Germany. (5) The Yokohama Nursery, Japan.	
117	Preparations for protection of woodwork.	Public Workr Departments.	F	(1) Messrs. Hajee Abdul Rahiman Sahib & Sons, Bangalore. (2) Messrs. Richardson & Cruddas, Bombay. (3) Messrs. John Fleming & Co., Bombay. (4) Mr. D. W. Haughton, Bombay. (5) Messrs. Turner Morrison & Co., Calcutta.	
118	Provisions and food stores.	Government House ...	O. P. I. & F	(1) The United Coffee Supply Co., Coimbatore. (2) Messrs. D. Angelis & Sons, Madras. (3) The Army and Navy Co-operative Society, Bombay. (4) Messrs. Philipson & Co., Bombay.	
119	Pugree ...	Military ...	O. P. I.	The Muir Mills, Cawnpore.	

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1	2	3	4	5	6
	Q				
120	Quinine and tinctures	Medical ...	O. P. I.	(1) The Nilgiri Plantations. (2) The Madras Medical Stores.	
	R				
121	Requisites drawing ...	Government Stationery ...	F.	(1) Messrs. Wilson & Co., Madras (Agents). (2) Messrs. Spicer Bros., London.	
122	,, Midwifery	Medical ...	O. P. 1.	(1) Mr. S. P. Mason, Bangalore. (2) ,, B. G. Munisamappa, Bangalore (3) ,, Mariappa, Bangalore. (4) ,, C. Honnappa, Bangalore.	
123	,, Laboratory	(1) Agricultural ... (2) Geological ... (3) Medical ...	F.	(1) Messrs. H. S. King & Co., London. (2) ,, James Swift & Sons, London. (3) ,, Krantz & Co., Bonn, Germany. (4) Mr. Paul Altman, Berlin, Germany. (5) Die Vereinigte Fabriken fuer Laborator Iumsbedarf Berlin, Germany.	
124	Ruberiod ...	Public Works Department...	F.	Messrs. Emily & Co., Madras.	

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1	2	3	4	5	6
	S				
125	Saddlery and harness	(1) Government Stables ... (2) Military ... (3) The Imperial Service Transport Corps ...	M. O. P. I. & F.	(1) The Mysore Tannery, Ltd., Bangalore. (2) Mr. Karpanna, Bangalore. (3) Messrs. Butler & Co., Bangalore. (4) ,, Wardy & Co., Bangalore. (5) Mr. Yacoob Sheriff, Bangalore. (6) The Boot and Army Equipment Factory, Cawnpore. (7) Messrs. Cooper Allen & Co., Cawnpore. (8) Messrs. S. Laver & Co., Secunderabad. (9) Messrs. Mason & Sons, Birmingham	
126	Safes, iron ...	All departments ...	O. P I.	Messrs. Godrej & Boyce, Bombay.	
127	Serge ...	Military ...	O. P. I. & F.	(1) Messrs. Wrenn Bennett & Co., Bangalore. (2) Mr. Magojee Govind Sahuji, Bangalore. (3) Yacoob Seriff, Bangalore. (4) The Cawnpore Woollen Mills.	
128	Serum, inoculation and apparatus.	Medical and Sanitary ...	O. P. I. & F.	(1) Mr. W. H. Haller, Madras. (2) The Bacteriological Laboratory, Bombay. (3) Messrs. Parke Davis & Co., Bombay. (4) ,, Kemp & Co., Bombay.	
129	Shawls and Jhools ...	(1) Government Stables ... (2) Military .. (3) The Imperial Service Transport Corps ...	M. O. P. I.	(1) The Bangalore Woollen, Cotton and Silk Mills. (2) Mr. P. Thangavelu Chetty, Bangalore.	
130	Skin, calf ...	Government Press ...	F.	Messrs. Oakes & Co., Madras.	
131	Slabs, Cuddapa ...	(1) Public Works Department. (2) Electrical ...	O. P. I	(1) The Basel Mission Tile Depot, Bangalore. (2) The Henkes' Tile Depot, Bangalore. (3) Mr. J. Ingle, Bangalore. (4) Mr. M. A. Tirunarayanacharya, Bangalore.	
132	Slabs, marble ...	Public Works Department...	O. P. I.	(1) Messrs. Raval & Co., Bombay. (2) ,, Reginald & Co., Bombay.	
133	Stalls, Horses' ...	(1) Government Stables ... (2) Military ... (3) The Imperial Service Transport Corps ...	M M. & O. P. I.	See Saddlery and Harness.	
134	Socks, cotton and woollen ...	(1) Military ... (2) The Imperial Service Transport Corps.	M. & O. P. I.	(1) The Bangalore Woollen, Cotton and Silk Mills. (2) Messrs. Wrenn Bennett & Co., Bangalore. (3) Mr. Yacoob Sheriff, Bangalore.	
135	Stamps, rubber and steel.	All departments ...	M.	(1) Messrs. V. B. Subbiah & Sons, Bangalore. (2) Mr. Mahomed Nizamuddin & Sons, Bangalore. (3) Mr. B. Palasingh, Bangalore. (4) The Stationery and General Stores, Bangalore. (5) Messrs. Miller & Co., Bangalore City. (6) Messrs. Higginbotham, Ltd., Bangalore.	
136	Stationery ...	Education ...	M. M. O. P. I. & F.	(1) Messrs. Keys & Co., Bangalore. (2) The Industrial School, Dodballapur. (3) Messrs. Perumall Chetty & Sons, Madras.	For the Village Elementary Schools.
137	Stationery, Country...	All departments ...	M. M. M. & O. P. I.	(1) Messrs. Higginbotham, Ltd., Bangalore. (2) The Stationery and General Stores, Bangalore.	Other than those supplied by the Stationery Depot.
138	Do ...	Government Stationery Depot.	M. M. M. & O. P. I.	(1) Mr. Mahomed Saliah, Bangalore. (2) Mr. Abdul Basith, Bangalore. (3) Messrs. Wilson & Co., Madras. (4) ,, Perumall Chetty & Sons, Madras. (5) The Bengal Paper Mills at Calcutta.	
139	Stationery, Europe ...	Government Stationery Depot.	F.	(1) Messrs. Oakes & Co., Madras (Agent). (2) Messrs. John Dickinson & Co., Madras. (3) Messrs. Perumall Chetty & Sons, Madras.	

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	S—*concld.*				
140	Stationery, Europe ...	All departments ...	F.	(4) Messrs. Spicer Bros., London. (5) ,, Bowater & Sons, London. (6) ,, Alexander Perie & Sons, Aberdeen. (1) Messrs, Higginbothams, Ltd., Bangalore. (2) The Stationery and General Stores, Bangalore. (3) Messrs. Narayan Bros, Madras. (4) ,, Addision & Co., Madras.	Other than those supplied by the Stationery Depot.
141	Stationery, Special ...	Private Secretary to His Highness the Maharaja.	F.	(1) Messrs. Higginbothams, Ltd., Madras. (2) ,, Addison & Co., Madras. (3) ,, Thacker. & Co., Bombay. (4) Mr. Nugerally Kamruddin, Bombay.	
142	Do ...	Government Stamp Manufactory.	F.	(1) Messrs. Wilson & Co., Madras. (2) ,, Oakes & Co., Madras. (3) ,, John Dickinson & Co., Madras. (4) ,, Spicer Brothers, London. (5) The London Provincial Ink Manufacturing & Co.	
143	Stores, litho ...	(1) Revenue Survey ... (2) Public Works Department. (3) Education	F.	(1) Messrs. Spencer & Co., Bangalore. (2) ,, Oakes & Co., Madras. (3) ,, V. Perumall Chetty & Sons, Madras. (4) ,, Richardson and Cruddas, Bombay.	
144	Stores, Oilman ...	All departments	M. O. P. I. & F.	See oils, engine and lubricating.	
145	Stores, painters' ...	(1) Public Works Department. (2) Government Carriage Factory. (3) The Mysore City Improvement Trust Board. (4) Jails	O. P. I. & F.	(1) Messrs. Hajee Abdul Rahiman Sahib & Sons, Bangalore. (2) ,, Ahobal & Co., Bangalore. (3) Mr. Abdul Hakh, Bangalore. (4) The English Warehouse, Kolar Gold Fields. (5) Messrs. Best & Co., Madras. (6) ,, Oakes & Co. ,, (7) ,, Khader & Co. ,, (8) ,, Richardson and Cruddas, Bombay. (9) ,, Eardley & Co., Bombay. (10) The Calendars Cable & Construction Co., Bombay.	
146	Stores, photographers'	(1) Agriculture ... ... (2) Meteorological ...	F.	(1) Messrs, F. S. Wecksler & Co., Bangalore. (2) ,, Mohadeo & Son, Bangalore. (3) ,, Barton Son & Co., Bangalore. (4) ,, K. V. Iyengar Brothers, Bangalore. (5) ,, Vane & Co., Bangalore.	
147	Stores, seed ...	Botanical Gardens ...	F.	(1) Messrs. Pestonji Pochaji Pocha. Poona. (2) ,, Sander & Sons (England). (3) ,, Daniel Brother, Norwich, (England). (4) ,, Sutton & Sons (England), (5) Mr. E. B. Erfurt, Germany. (6) ,, W. Fitzer, Stutgart, Germany. (7) Messrs. Brumming & Sons, Victoria, Australia.	
148	Swords ...	Military	F.	(8) The Yakohama Nursery, Japan. See Arms.	

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1	2	3	4	5	6
	T				
149	Tags	All departments ...	O. P. I.	(1) Mr. M. R. Mohamed Saliah, Bangalore. (2) Messrs. Perumall Chetty & Sons, Madras. (3) " N. C. Sinha & Co., Calcutta. (4) Mr. Nathamal Bhargava, Lucknow. (5) Mr. R. N. Mathew, Rajpur.	
150	Tapes, metalic ...	(1) Public Works Department. (2) Forest	O. P. I.	(1) Messrs. Hajee Abdul Rahiman Sahib & Sons, Bangalore. (2) " Addison & Co., Madras. (3) " Richardson and Cruddas, Bombay.	
151	Tar	(1) Public Works Department. (2) Electrical ... ... (3) Government Carriage Factory. (4) The Imperial Service Transport Corps.	O. P. I. & F.	(1) Messrs. Hajee Abdul Rahiman Sahib & Sons, Bangalore. (2) The Anglo-American Stores, Bangalore. (3) Mr. Abdul Hakh, Bangalore. (4) The English Warehouse, Kolar Gold Fields. (5) Messrs. Best & Co., Madras. (6) " Massey & Co. " (7) " Oakes & Co. " (1) " Richardson and Cruddas, Bombay. (9) " Mansfield and Sons & Co., Calcutta. (10) " P. E. Thompson & Co., Calcutta.	
152	Tarpauline ...	(1) Military ... .. (2) The Imperial Service Transport Corps.	O. P. I.	(1) The Coimbatore Mills. (2) The Elgin Mills, Cawnpore. (3) The Muir Mills, Cawnpore. (4) Messrs. Birkmyre Brothers, Calcutta.	
153	Tents and parts ...	(1) Government Tent Stores (2) Public Works Department. (3) Forest ... ... (4) Geological ... ... (5) Military	M. M. & O. P. I.	(1) The Mysore Spinning and Manufacturing Co., Bangalore. (2) The Coimbatore Mills. (3) The Elgin Mills, Cawnpore. (4) The Muir Mills, Cawnpore. (5) The Cawnpore Cotton Mills.	
154	Tiles and bricks ...	(1) Public Works Department. (2) Electrical	M. M. O. P. I. & F.	(1) The City Brick & Tile Works, Bangalore. (2) Messrs. Campbell & Sons, Bangalore. (3) Mr. M. A. Tirunarayanacharya, Bangalore. (4) The Government Industrial School, Mysore. (5) The Basel Mission Tile Works, Calicut. (6) The Henke's Tile Works, Feroke. (7) Messrs. Maw & Co., England.	
155	Timber	(1) Public Works Department. (2) Electrical ... ... (3) Education ... ... (4) Government Press ... (5) Jails ... ... (6) Military ... ... (7) The Imperial Service Transport Corps ...	M. M. & O. P. I.	(1) The Mysore Forest Department (2) Mr. Chiluviengar, Bangalore. (3) Messrs. Pathiyanna & Bros., Bangalore. (4) " Hajee Madar Sahib & Co., Bangalore. (5) " Tippoo Sahib & Sons, Bangalore. (6) The English Warehouse, Kolar Gold Fields. (7) Karri and Jarrah Co., Kolar Gold Fields. (8) The Matheson's Saw Works, Hunsur.	
156	Tobacco	Government House ...	O. P. I. & F.	(1) Messrs. Spencer & Co., Madras and Bangalore. (2) " Wilson & Co., Madras.	
157	Tools	All departments	M. O. P. I. & F.	See Hardware.	
158	Tools, Industrial School and Sloyd.	Education	O. P. I. & F	(1) Messrs. Haji Abdul Rahiman Sahib Sons & Co., Bangalore. (2) Messrs. Mahomedally Jeevaji & Co., Madras. (3) Messrs. Navabki & Co., Bombay. (4) " Meluish & Co., London.	

N. B.—*1. M. M.—Produced or manufactured in Mysore, out of Mysore materials.
2. M.—Manufactured in Mysore, but not from Mysore materials.
3. O. P. I.—Manufactured in other parts of India.
4. F.—Manufactured out of India.

Proceedings of the Government of His Highness the Maharaja of Mysore,

Appendix showing the list of articles, etc.—*contd.*

Number	Description of each article	Departments of Government which ordinarily require the article	*Class	Names and addresses of approved firms which deal in the article	Remarks
1	2	3	4	5	6
	T—*concld.*				
				(5) The Manual Training Tools Co., Sheffield. (6) Messrs. Chandler and Barber, Boston, United States of America.	
159	Tools, printers' and binders'.	Government Press ...	M.M., M., O. P. I. & F.	(1) The Central Jail, Bangalore. (2) Mr. Abdula Sheriff, Bangalore. (3) Messrs. Hajee Madar Sahib & Co., Bangalore. (4) The Wesleyan Mission Press, Mysore. (5) Methodist Episcopal Press, Madras. (6) Messrs. Oakes & Co., Madras. (7) ,, Wilson & Co., Madras. (8) ,, Harrild & Sons, London. (9) ,, John Haddin & Co., London. (10) Messrs. H. W. Caslon & Co., London. (11) Messrs. Wesselhœft and Zimmerman, London. (12) Messrs. Stephenson, Blake & Co., Sheffield.	
160	Types, type metals and accessories.	Government Press ...	M. O. P. I. & F.	(1) Mr. Abdulla Sheriff, Bangalore. (2) The Wesleyan Mission Press, Mysore. (3) Messrs. Wilson & Co., Madras (Agents). (4) Messrs. Oakes & Co., Madras. (5) ,, John Haddan & Co., London. (6) Messrs. H. W. Caslon & Co., London. (7) Messrs. Wood, Miles & Co., London. (8) Messrs. Stephenson, Blake & Co., Sheffield.	
161	Typewriter and accessories.	All departments ...	F.	(1) Messrs. Barton, Son & Co., Bangalore. (2) Messrs Ganesh & Co., Bangalore. ,, A. Samy Brothers, Bangalore. (3) The Remington Typewriter Co., Madras. (4) The Oliver Typewriter Co., Madras. (5) The Yost Typewriter Co., Madras. (6) The Roneo Company, Ltd., Madras. (7) Messrs. Ramsay & Sons, Madras. (8) ,, Y. Narayanan Brothers, Madras. (9) Messrs. Traill & Co., Calcutta.	
162	Tyre, rubber ...	Government Carriage Factory.	F.	Messrs. Mulla & Co., Bombay.	

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2. M.—Manufactured in Mysore, but not from Mysore materials.
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4. F.—Manufactured out of India.

Financial (General Finance), dated 23rd December 1913.

Appendix showing the list of articles, etc.—*contd.*

Number	Description of each article	Departments of Government which ordinarily require the article	* Class	Names and addresses of approved firms which deal in the article	Remarks
1	2	3	4	5	6
	U				
163	Utensils, Aluminium	Military	O. P. I.	The Indian Aluminium Co., Madras.	
164	Utensils, brass ...	(1) Police ... ... (2) Medical ... ... (3) Forest	M. & O. P. I.	Mr. Yacoob Sheriff, Bangalore.	
165	Utensils, cooking ...	Government Stores ...	O. P. I.	Mr. Kunmaji, Vessel Merchant, Bangalore City.	
166	Utensils, Spirit measuring.	Excise	O. P. I.	The Indian Aluminium Co., Madras.	

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Proceedings of the Government of His Highness the Maharaja of Mysore,

Appendix showing the list of articles, etc.—*contd.*

Number	Description of each article	Departments of Government which ordinarily require the article	* Class	Names and addresses of approved firms which deal in the article	Remarks
1	2	3	4	5	6
	W				
167	Weapons	Police	O. P. I.	Mr. Allah Ditta, Fazil, Ilali, Sialkot, Punjab.	
168	Wines and aërated waters.	Government House ...	M. O. P. I. & F.	(1) Messrs. Spencer & Co., Madras and Bangalore. (2) Messrs. Philipson & Co., Bombay. (3) ,, Simons Brothers, Bombay.	
169	Wire, barbed and ordinary.	(1) Public Works Department. (2) Excise	O. P. I. & F.	See Hardware.	
170	Wood Sloyd prepared	Education	M. M.	(1) The Industrial Schools at Mysore, Channapatna and Sagar. (2) The Wesleyan Mission Workshop, Tumkur. (3) The Mission Industrial School, Kolar.	
171	Woollens	(1) Military ... ... (2) The Imperial Service Transport Corps.	M. O. P. I. & F.	(1) The Bangalore Woollen, Cotton and Silk Mills. (2) Messrs. Wrenn Bennett & Co., Bangalore. (3) Messrs. Whiteaway Laidlaw & Co., Bangalore. (4) Messrs. Barton Son & Co., Bangalore. (5) Messrs. D. Adeppa & Sons, Bangalore. (6) Mr. P. Thangavelu Chetty, Bangalore. (7) The Cawnpore Woollen Mills (8) Messrs. Killick Nixon & Co., Bombay.	

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3. O. P. I.—Manufactured in other parts of India.
4. F.—Manufactured out of India.

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1913-14

GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE

FINANCIAL

PROCEEDINGS

Dated 23rd December 1913

No. Fl. 2760-809 / G. F. 214-10-88

Lays down rules for making purchases of stores on behalf of Government.

GPB—9-6-15—150

Proceedings of the Government of His Highness the Maharaja of Mysore, General (Miscellaneous), dated 12th January 1914.

READ—

Letter No. 4492—637, dated 14th January 1913, from the Comptroller, Mysore Government.

I have the honor to state that, under Government Order No. G. 7409-31—G. M. 291-06-4, dated the 29th May 1907, the cost of stationery articles supplied by the Stationery Depot to Presidents of Municipalities is adjusted in this office by debit to Local Funds and credit to the Stationery Depot, on receipt of bills from the Superintendent of Stationery, duly countersigned by the Presidents concerned. But, under this arrangement, the Presidents of the Municipal Councils are not in a position to know when the debit would be passed on to them: and as no record of the expenditure incurred on account of stationery articles is at present maintained by them the total contingent expenditure for the year will not be known by them till intimation of adjustments made in the books of this office is communicated to them, that is to say, a few months after the close of the year to which the transactions relate. There can be no objection on the part of the Superintendent, Government Stationery, for sending bills to the Presidents along with the supply of stationery made to them and claiming payments therefor at once, and it is well that the Presidents of the Municipal Boards should directly make payments as soon as supplies are received, by cheques in favour of the Treasury Officers concerned for credit to "Stationery." The invoices accompanying the articles with the bill of cost will be prepared by the Superintendent, Government Stationery, in triplicate as heretofore; one copy will be retained by him as his office copy, and out of the duplicates sent to the Presidents one will be kept by the President to support the contingent charge in his accounts and the other duly accepted by him will be sent to the Superintendent, with endorsement of the number and date of cheque on which the transfer payment is made, for his information.

This procedure may be extended to the supplies of stationery made to Presidents of District Boards and President, Kolar Gold Fields Sanitary Board.

No. G. 5151-63—G. M. 53-12-63, DATED BANGALORE, 12TH JANUARY 1914.

ORDER THEREON.—The Presidents of District and Municipal Boards and the President of the Kolar Gold Fields Sanitary Board, who were consulted on the above subject, consider that the procedure suggested by the Comptroller is convenient and may be introduced. Government are accordingly pleased to direct that the same be adopted with effect from the 1st July 1914.

With regard to the Sringeri Municipality, however, the procedure now in vogue will be continued.

K. R. SRINIVASIENGAR,
Secy. to Govt., Gen. & Rev. Depts.

To—The Comptroller, Mysore Government.
The Superintendent of Government Stationery.
The Presidents of District and Municipal Boards.
The President of the Kolar Gold Fields Sanitary Board.
The President, Mysore City Municipal Council.
The Hony. President, Bangalore City Municipal Council.

Exd.—C. R.

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1913-14

GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE

GENERAL (MISCELLANEOUS)

PROCEEDINGS

Dated 12th January 1914

No. G. 5151-63 / G. M. 53-12-63

Prescribing a modified procedure for the payment of the cost of stationery articles supplied to the Presidents of District and Municipal Boards and of the Kolar Gold Fields Sanitary Board.

GPB—5-2-14—350

Proceedings of the Government of His Highness the Maharaja of Mysore, General (Miscellaneous), dated 8th May 1914.

No. G. 8987-90—G. M. 73-13-110, DATED BANGALORE, 8TH May 1914.

ORDER.—Government Order No. G. 6011-60, dated 27th May 1904, publishing rules regulating the supply of stationery and printed forms to the Public Offices in the State provides for the supply of such stationery articles to certain officers and offices on payment by book adjustment. Para 422 of the Railway Construction Code and 363 (3) of the Open Line Code, Vol. I, provide that the cost of stationery and forms supplied to Railways, opened or under construction, should be debited to them. The attention of the Superintendent, Government Stationery, is invited to the above rules on the subject and he is requested to charge for all supplies made to the Railway Department and adjust the cost in the manner prescribed in Government Order No. G. 5151-63—G. M. 53-12-63, dated 12th January 1914.

2. The cost of articles supplied during the last year and the current year should also be adjusted as above.

D. M. NARASINGA RAO,
Offg. Secy. to Govt., Gen. & Rev. Depts.

To—The Superintendent, Government Stationery Depot.
The Comptroller, Mysore Government.
The Comptroller, Public Works and Railway Branch.
The Secretary for Railways in Mysore.

Exd.—K. N.

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1913-14

GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE

GENERAL (MISCELLANEOUS)

PROCEEDINGS

Dated 8th May 1914

No. G. 8987-90 / G. M. 73-13-11(

Directing that the cost of stationery articles supplied to the Railway Department be debited to that Department and adjusted as in the case of Local Bodies, such as, Municipalities and District Boards.

GPB-16 5 14-200

Proceedings of the Government of His Highness the Maharaja of Mysore, General (Miscellaneous), dated 8th June 1914.

No. G. 10020-67—G. M. 292-13-1, DATED BANGALORE, 8TH JUNE 1914.

ORDER.—The Superintendent, Government Stationery, has brought to the notice of Government instances of supplemental indents for forms being sent to him for compliance during the currency of a year and thus imposing avoidable additional work on the Government Press and extra cost on Government. He suggests that to meet stray requisitions in unavoidable cases, a reserve all round of 4 per cent may be kept and that to provide accommodation for the proper stocking of them, angle-iron racks may be put up in the despatching room of the Government Press.

2. Government observe that there is reason to believe that indents for forms are not prepared with that care which the subject demands and that if all indents were carefully prepared cases of supplemental indents would be rare and there would be no necessity to keep a reserve.

Government are accordingly pleased to direct that all indenting officers and departments should so frame their annual estimates of printed forms as to have a fair margin of stock with them.

For Offg. Secy. to Govt., Gen. & Rev. Depts.

To—The Superintendent, Government Stationery.
The Heads of Departments.
The Deputy Commissioners of Districts.

Exd.—C. R.

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1913-14

GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE

GENERAL (MISCELLANEOUS)

PROCEEDINGS

Dated 8th June 1914

No. G. 10020-67 / G. M. 292-13-1

Passing orders in the matter of submission of supplemental indents for printed forms from Heads of Departments and other officers during the course of a year and prescribing the procedure to be followed in framing indents.

GPB—12-6-14—200

No. G. 5203-51—E. A. 4-14, DATED BANGALORE, 23RD NOVEMBER 1914.

ORDER.—With a view to ensure some system and uniformity in the work of the several offices of the State, Government are pleased to issue the accompanying Rules of Office Procedure and direct that they be brought into force in all offices with effect from the 1st January 1915.

They should be embodied in all Office Manuals, the latter being revised where necessary.

In case, however, there is already a complete system of work prescribed in any office and the head of the office desires to adhere thereto for any special reasons, a separate report should be made to Government in the matter and their sanction obtained.

D. M. NARASINGA RAO,
Offg. Secy. to Govt., Gen. & Rev. Depts.

To—The Heads of Departments.
The Deputy Commissioners of Districts.

Exd.—C. R.

GENERAL RULES OF OFFICE PROCEDURE.

CHAPTER I.

ORGANISATION AND DISCIPLINE.

Division into branches.

1. The work of every office should, if possible, be specifically divided into definite sections or branches.

Duties of the head of each branch.

2. The official in direct charge of the branch should be held responsible for its general efficiency. He must, among other matters, see that the clerks under him are fully employed; that cases are punctually and properly submitted; that the routine duties are carried out thoroughly and regularly; that the rooms of the branch are kept neat and tidy and that the files and papers are preserved in proper order.

Distribution of work.

3. The head of every branch should, under the orders of the officer in charge of the office, maintain a record of the distribution of the work among the members of the clerical staff. Ordinarily the work of every clerk will be that allotted to him but he will be bound to undertake by working overtime, if necessary in time of stress, any other work of the branch which may be assigned to him by the head of the branch or other competent authority.

Establishment list.

4. An up-to-date list should be maintained of the establishment, both clerical and menial of the office.

Working hours.

5. Each office may appoint its hours of work according to its convenience. Where no other specific hours of attendance are appointed with the sanction of Government, the ordinary office hours will be from 11 A.M. to 5 P.M.

Attendance.

6. An attendance register will be maintained either for the whole office or separately for each branch thereof.

Confidential nature of official information.

7. Official information should not be divulged or official documents copied for private or non-official use. Except with the permission of the Head of the Office, no official paper should be taken home.

Certificate.

8. No certificate shall be given to any member of the office establishment except under the signature of the Head of the Office.

CHAPTER II.

ORDER OF BUSINESS.

Registers.

9. For the registration of papers received or sent out every office should maintain the following registers:—

(1) 'From' Registers (Registers of receipts).

(2) 'To' Registers (Registers of letters issued).

(3) Peon Book (Register of covers delivered by messenger).

(4) Tappal Book.

10. On every paper received the chief ministerial officer or head of the branch shall note with his initials, the number of days within which it should be submitted, duly referenced, for orders. For proper reasons an extension of the time first prescribed may be granted in writing.

Marking nature of papers.

11. (i) In order to regulate the proper treatment of papers, the following classification should be made of all papers other than the ordinary or routine:—

1. Important.

2. Urgent.

3. Immediate.

4. Confidential.

(ii) Papers requiring the attention without delay of the persons to whom they are addressed whether at the office or at their private residence should be marked "Urgent." Those requiring instant attention should be marked "Immediate" and placed at once in the hands of the persons to whom they are addressed whether by night or by day.

(iii) Papers requiring more than the usual personal attention of the ordinary authority should be marked "Important."

(iv) The marking should be made either by the Head of the Office, his office assistant, if any, or chief ministerial officer.

Confidential papers.

12. (i) When any paper is marked "Confidential" the Head of the Office or other officer so marking it shall indicate by whom it shall be dealt with and the official so indicated shall be held responsible for the maintenance of secrecy.

(ii) The entries of confidential papers in the office registers should be made from slips furnished by the chief ministerial officer or head of the branch who deals with the papers and should be very general, sufficient merely to admit of the papers being traced.

(iii) Confidential papers must be kept in the personal custody of the chief ministerial officer or the head of the branch until orders are obtained for their transfer to the Record Room.

(iv) When confidential papers are sent out of the office, they should be put in double covers, the inner one being sealed and marked confidential and superscribed only with the name of the addressee and the outer one bearing the usual official address.

Despatch.

13. Papers must be despatched on the day they are signed or the following day. Abnormal delay in the issue of letters must always be reported to the Head of the Office by the chief ministerial officer whose duty it shall be to check the despatch register once a month.

Pending papers with clerks.

14. Every clerk shall prepare once a month a list of references pending with him classified under the following heads:—

(1) Pending for less than a week.

(2) Pending for more than a week but less than a month.

(3) Pending for more than a month but less than two months.

(4) Pending for more than two months.

Reasons for delay and the fact whether extension of time has been obtained should be stated wherever necessary.

Unanswered reference lists.

15. It shall be the duty of the heads of branches or in the case of small offices, the chief ministerial officer, to collate these individual statements and prepare a consolidated statement for the whole branch or office and submit the same not later than the 5th of the month succeeding the one to which it relates.

Unanswered reference lists from subordinate offices.

16. Similar lists in subordinate offices, if any, should be called for and scrutinized before the 15th of the succeeding month and all cases of unusual or unnecessary delay should be promptly and suitably noticed.

Reports and returns.

17. A list of the reports and returns due from the office should be maintained.

Standing orders.

18. A complete list of the standing orders of Government relating to the work of the office and of the Manual of instructions issued by the Administrative Department to which it is subordinate should be maintained in every office. It should be revised and kept up to date with a table of contents and index for facility of reference.

CHAPTER III.

Library

19. All books and periodicals belonging to the Library of each office should be placed under the charge of the Head Clerk or some one responsible official and kept where practicable in a separate room.

20. A catalogue of the office library will be prepared and revised from time to time.

21. No book should be lent to strangers without the permission of the Head of the Office.

22. A receipt must be taken from any person removing a book, to be returned to him or cancelled when the book is returned.

Duties of Librarian.

23. The duties of the Librarian shall be :—

(1) to take charge of all books and publications made over to him ;

(2) to maintain the library catalogue up to date by entering therein all receipts immediately ;

(3) to correctly label all receipts and deposit them in their appropriate places ;

(4) to keep series of serial publications in a separate file till they are complete for being bound and to take orders for binding collections ;

(5) to insert correction slips in volumes of enactments, rules, etc ;

(6) to report loss or injury and to promptly obtain orders about replacement or repair ;

(7) to submit monthly reports of books removed and not returned ;

(8) to maintain a register of books and publications received ;

Responsibility.

24. Every officer upon receiving charge of an office to which a library is attached must satisfy himself as to the state of the Library. Unless he then reports that the books are out of order it will be assumed that he received the library in good order and he will be held thenceforward personally responsible for any defect.

CHAPTER IV.

CASH, PAY BILLS, ETC.

Cash transaction.

25. An official of sufficient status should look after the cash transactions in each office and should maintain the following registers :—

(1) Cash book for entering daily receipts and expenditure of all kinds.

(2) General ledger or classified abstract of the monthly totals of the cash book.

(3) Contingent register.

(4) Order book for contingent charges.

(5) Acquittance roll.

Acquittance roll.

26. The acquittance roll is a record of salaries and allowances disbursed to the establishment and of the receipts taken from the payees in acknowledgment. It should be drawn after approval of the pay bills.

Scrutiny of acquittance roll.

27. The acquittance roll should be examined every month by the Head of the Office or other officer deputed by him for the purpose who should satisfy himself that proper receipts have been taken for all sums disbursed and that the bills and payments have been posted in the cash book.

Custody of cash.

28. Office funds must be deposited at the close of each day in the cash chest the key of which should be kept by the official entrusted with and held responsible for cash transactions. He shall be forbidden to keep office funds in his personal possession or mixed up with private money.

Guarding cash.

29. When other arrangements for safe guarding treasure do not exist, one of the servants must sleep at night in or near the room where the cash is kept and when the amount in the cash chest exceeds Rs. 500 two men should be deputed for this duty.

Furniture list.

30. A register should be maintained in each office showing the articles of furniture together with details as to the cost and date of purchase of each. When any article is lost or becomes unserviceable, the fact should be noted in the register. Once a quarter the furniture register should be verified and the result reported to the Head of the Office.

Stationery register and indents.

31. A register of articles of stationery recieved and issued should also be kept in every office. The stationery register should be submitted monthly for the inspection of the officer in charge and verified by stock-taking once a year.

Custody of stationery.

32. The stock of stationery and forms in each office should be under the charge of the chief ministerial officer or some clerk deputed by him. Supplies should be issued to the various clerks on monthly indents made by them in a general indent book in which their acknowledgment should in each case be obtained.

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1914-15

GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE

GENERAL (MISCELLANEOUS)

PROCEEDINGS

Dated 23rd November 1914

No. G. 5203-51 / E. A. 4-14

Prescribes certain General Rules of office procedure for adoption in all offices from 1st January 1915.

GPB—27-11-14—500

Proceedings of the Government of His Highness the Maharaja of Mysore.

Order No.G.5365-7/G.M.80-14-46

Dated Bangalore the 26th November 1914.

The Superintendent, Government Stationery is requested to supply Public Works Department forms and registers required by the Palace Maramat Department on annual indents received from the Palace Controller in the same way as indents for stationery and general forms are complied with.

2. The supply should be free and the quantities supplied should be the same as in the case of 2nd class divisions of the Department of Public Works.

(Sd) N.Rama Rao,

For Offg: Secretary to Government.

To

The Superintendent, Government Stationery, forwarding sample forms 140 in number received from the Palace Department with an indent in duplicate.

The Palace Controller, Mysore.

The Huzur Secretary to His Highness the Maharaja.

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Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G.O. No. Fl. 5768-806—G.F. 81-14-1, dated 12th April 1915

Soap and Towels.

Discontinuance of the supply of — for the personal use of officers while working in office.

GPB—26.4.15—400

No. Fl. 5768-806—G. F. 81-14-1, dated 12th April 1915.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

Read—

Letter No. 4537—T. A. M. 1135, dated the 14th December 1914, from the Comptroller, regarding the purchase at Government cost of soap, towels, etc., for the use of officers in their own rooms.

Order No. Fl. 5768-806—G. F. 81-14-1, dated 12th April 1915.

Government are pleased to direct that the articles, soap and towels, required for the personal use of officers, while working in offices, should be supplied by themselves and not at Government expense.

J. S. CHAKRAVARTI,
Financial Secretary to Government.

To—The Comptroller, Mysore Government.
The other Heads of Departments.
The Deputy Commissioners of Districts.

Exd.—C. R.

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Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. G.13703-4—G. M. 126-14-12, dated 9th June 1915

Revision of the Establishment of the Government Stationery Depot.

Sanctions the — from 1st July 1915.

GPB—16-6-15—200

Revision of the Establishment of the Government Stationery Depot.

No. G. 13703-4—G. M. 126-14-12, DATED 9TH JUNE 1915.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

READ—

Government Proceedings No. 10138-9—Mis. F. 85-92, dated the 1st March 1899, prescribing a scale of establishment for the Government Stationery Depot, with effect from the 1st of March 1899.

2. Letter No. 320, dated the 19th September 1914, from the Superintendent of Government Stationery Depot, forwarding a proposition statement for the revision of the pay of the establishment of the Government Stationery Department, to cope with the increased work on account of the constitution of new departments.

3. Letter No. 3544—B. R. 512, dated the 11th November 1914, from the Comptroller, Mysore Government, forwarding the proposition statement referred to above, duly verified with the observation that the proposal, if sanctioned, will take effect only from the next official year.

Order No. G. 13703-4—G. M. 126-14-12, dated 9th June 1915.

Since the last revision of the establishment of the Government Stationery Depot in March 1899, its work and the responsibilities of the staff have increased appreciably on account of the development of work in Government offices and the constitution of new departments.

2. This has rendered necessary especially as the staff of the depot consists of men with special experience of work, with no chance of betterment by transfer to other departments.

3. The Superintendent of the Government Stationery Depot submitted proposals involving an average expenditure of Rs. 439-12-0 per mensem against the existing scale of Rs. 286.

4. On a careful consideration of the proposals submitted, Government are pleased to sanction the revision of the establishment of the Government Stationery Depot, as detailed in the annexed statement at a total cost of Rs. 390 per mensem. The existing scale, the revision proposed by the Superintendent, and the revised scale sanctioned by Government are given side by side for comparison.

5. The present revision of the establishment of the department will have effect from the 1st of July 1915.

6. The Comptroller is requested to make the needful provision therefor, in the Stationery Budget for 1915-16.

D. M. NARASINGA RAO,
Offg. Secy. to Govt., Gen. & Rev. Depts.

To—The Comptroller, Mysore Government (through Branch II).
The Superintendent, Government Stationery Depot.

Exd.—C. R.

No. G. 13703-4—G. M. 126-14-12, DATED 9TH JUNE 1915.

ESTABLISHMENT OF THE STATIONERY DEPOT.

No.	Designation	Present pay	Pay proposed by the Superintendent	Salary as passed in Council
1	2	3	4	5
		Rs.	Rs.	Rs.
1	Supervisor	60	75—5—100	70—5—100
2	Store-keeper	35	40—2—50	40—2—50
3	Accountant	30	35—2—40	30+5 P.A.
4	Clerk	25	30—2—40	25+5 P.A.
5	Clerk	20	25—2—35	20+5 P.A.
6	Clerk	15	20—1—25	15
7	Typist and Record-keeper ...	...	25—2—35	25
8	Clerk	20	20—2—25	20+5 P.A.
9	Counter	10	10—1—15	12
10	Peon	8	9	8
11	Mutchi and Binder	15	15—1—20	15+5 P.A.
12	Packer	12	12—1—15	12+3 P.A.
13	Packer	10	10—1—12	10+2 P.A.
14	Peon	8	9	8
15	Peon	7	8	7
16	Peon	6	7	7
17	Farash	5	6	6
	Total ...	286	$439\frac{3}{16}$	390
			Average	Average

List of Forms and Registers ~~kept~~ used in the Stationery Office.

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1. Register of Letter Received.
2. Register of Letters Despatched.
3. Peon Book.
4. Tappal Book.
5. Register of Receipt and Expenditure of Service Postage Stamps.
6. Cash Book of Receipts and Disbursements.
7. Counterfoil Receipt Book.
8. Register of Cash Remittences made to the Treasury.
9. Order Book for Contingent Charges.
10. ~~Order~~ Counterfoil Order Book for supply of articles.
11. Register of Expenditure according to the Budget Grant.
12. Register of Security Deposits.
13. Forms for Annual Indent of Forms.
14. Trifoil Invoice Book of articles supplied from the Depot.
15. Adjustment Register for Bills issued for articles supplied by the Stationery Depot.
16. Issue Book of Stationery
17. Counterfoil of Intimate of Articles sent by Railway.
18. Counterfoil Receipt Book for Cart-hire paid.
19. Counterfoil Reminder Book.

No. G. 6011-60, DATED BANGALORE, 27TH MAY 1904.

ORDER.—In supersession of the rules issued under Government Order No.12810-45—Mis. 2715, dated the 1st April 1898, the Government of his Highness the Maharaja are pleased to prescribe the following rules for regulating the supply and consumption of stationery and printed forms in the public offices in the State:—

STATIONERY.

Stationery to be supplied from the Mysore Government Stationery Depot.

1. All the stationery for public offices will be supplied as hitherto from the Mysore Government Stationery Depot at Bangalore. A list of articles supplied by the Stationery Depot showing the Departments for which they are provided, will be found in Appendix A.

2. The Superintendent of Stationery has no authority to add to, or subtract from, this list without the orders of Government.

3. No articles whatever of stationery which are included in Appendix A shall be obtained for public use by local purchase, by any officer entitled to indent upon the Stationery Depot, without the previous sanction of Government.

4. A list of officers authorized to indent on the Stationery Depot and obtain their supplies free of charge, is given in Appendix B attached.

5. Appendix C attached contains a list of officers who are entitled to obtain supplies from the Stationery Depot on payment (book adjustment).

6. The Superintendent is not bound to supply the officers in Appendix C to the full extent of their indents, when the doing so will interfere with the requirements of officers in Appendix B.

7. Any other officers requiring articles from the Stationery Depot must obtain the previous sanction of Government.

Estimates.

8. Annual estimates are not required from officers; but when an unusually large consumption of any article or paper in any particular official year is anticipated, intimation shall be given by the officers concerned to the Superintendent of Stationery not later than the 1st December of the previous official year in the case of Europe articles, and 15th of January in the case of country articles, stating the purpose for which required and other necessary particulars.

9. The kinds of paper and the purposes for which they are to be used are specified in Appendix A.

10. Officers should be careful to indent for only as many blank books as are absolutely necessary, stating fully the purpose for which they are required. The sizes and kinds of paper for such blank books are specified in Appendix A.

11. Indents for stationery shall be prepared in the form given in Appendix D and shall contain all the information required by the instructions given therein. Forms of indents shall be supplied by the Superintendent of Stationery on application.

12. Indents shall be for the official year following, and shall be based on the average of the actuals of the two official years preceding that in which the indent is submitted.

13. The actual consumption of all articles of stationery (whether indented for or not) in the two previous years shall be shown in the columns provided for the purpose in the form. These figures must be entered with great care as the annual budget of stationery is based on them.

14. In the column of "Remarks" an explanation of any large differences in the consumption and quantity articles indented for (columns 6 and 9) shall be fully given.

15. Suppy of articles not specified in Appendix A, shall be made only with the previous sanction of Government.

16. Appendix E contains lists of articles issued on a fixed scale and such as are issued for stated periods. Indents for the former class of articles shall only be complied with within the scale prescribed. The second class of articles shall not be issued until after the period for which they are required to last has expired, and then only on being covered by a certificate in the following form:—"I certify that I have personally ascertained that the articles have been actually lost (*or worn out by fair usage or destroyed by excusable accident*)."

17. It shall be incumbent on indenting officers to see that articles of periodical issue are issued to subordinates only in exchange for such as have become unserviceable, or can be satisfactorily accounted for.

18. All such articles as are lost or broken must be replaced at the expense of the party through whose carelessness the loss or injury may have arisen.

19. All old and unserviceable articles should be sold by public auction and the proceeds credited the Government, the particulars being intimated to the Superintendent of Stationery.

20. The indents for stationery and printed forms from the undermentioned officers may be transmitted direct to the Superintendent of Stationery:—

(1) Government Secretaries of various Departments.
(2) Registrar, Chief Court.
(3) Comptroller, Government of Mysore.
(4) Excise Commissioner.
(5) Inspector-General of Police.
(6) Senior Surgeon and Sanitary Commissioner.
(7) Inspector-General of Prisons.
(8) Inspector-General of Education.
(9) Conservator of Forests.
(10) Secretary, Insurance Committee.
(11) Inspector-General of Registration.
(12) Survey and Settlement Commissioner.
(13) Revenue Commissioner.
(14) Superintendent, Inam Settlements.
(15) Director of Meteorology.
(16) Director of Statistics.
(17) Military Assistant to the Government of Mysore.
(18) Chief Commandant, Mysore State Troops.
(19) Principal, Central College.
(20) Director of Archæological Researches.
(21) Superintendent, Government Press.
(22) Superintendent of Stationery.
(23) President, City Municipality, Bangalore.
(24) President, City Municipality, Mysore.
(25) Private Secretary to His Highness the Maharaja.
(26) Palace Controller.
(27) Durbar Physician.
(28) Deputy Commissioners of Districts.
(29) Government Advocate.
(30) Examiner, Public Works Accounts.
(31) Superintendent, Government Gardens.
(32) Superintendent, Government Museum.
(33) Secretary to the Board of Examiners.

(34) Agricultural Chemist.
(35) Officer in charge of Ethnographic Survey.
(36) The Chairman, Board of Trustees for the Improvement of the City of Mysore.

21. Indents of the following officers shall be transmitted through the Heads of their Departments who will carefully check, countersign and forward them to the Stationery Superintendent.

Through Chief Court—
District and Sessions Judges.
Sub-Judges.
Munsiffs.
Public Prosecutors.
Law Reporter.

Through Chief Engineer—
Superintending Engineers.
Executive Engineers.
Resident Engineer, Cauvery Power Scheme.
Chief Electric Engineer.
Assistant Engineers, Sanitary Range.

Through Deputy Commissioners—
Sub-Division Officers.
Assistant Commissioners.
Presidents of District Boards and Presidents of Municipalities other than Bangalore and Mysore Cities.

Through Inspector-General of Police—
Police Superintendents.
Assistant Superintendents of Police.

Through Comptroller—
Treasury Officers.
Superintendent of Stamps.
Officer in charge, Stamp Manufacture.

Through Conservator of Forests—
Deputy and Assistant Conservators.
Sub-Assistant Conservators.
Forest Settlement Officer, Kadur and Chitaldrug.

Through Inspector-General of Prisons—
Superintendents of Jails.
Officers in charge of Lock-ups.

Through Senior Surgeon—
Surgeon in charge of Victoria Hospital.
Civil Surgeons.
Chemical Examiner and Bacteriologist.
Officer in charge of Government Eye Infirmary.
Assistant Surgeons.
Deputy Inspectors of Vaccination.
Medical Officers in charge of Jails.

Through Inspector-General of Registration—
District Registrars.
Special Sub-Registrars.

Through Inspector-General of Education—
Curator, Government Book Depôt.
Do Government Oriental Library.
Honorary Secretary, Industrial School, Mysore.
Assistant to the Inspector-General of Education.
Inspecting Officers of the Education Department.

Through Military Assistant to the Government of Myso
Superintendent of Amrut Mahal Department.

22. Whenever any Head of a Department requires the supplies due to officers subordinate to him to be sent to his office, a consolidated requisition for all such subordinate offices shall be forwarded together with the separate minor indents.

23. The indent should always be submitted by the intending officers referred to in para 21 to the Heads of their respective Departments in duplicate by the 15th January preceding the official year for which the supplies are needed. The Heads of Departments will check, countersign and transmit the same to the Superintendent of Stationery by the 15th February following.

24. In checking the indents referred to in Rule 23, the Heads of Departments will carefully revise them—

I. By comparison of the stock consumed in each office with the consumption of previous years and with the expenditure of kindred offices.

II. By comparison with the number of clerks using stationery and with the allowance scale.

III. By a reference to the date of the last supply of the articles which are issuable only after the expiry of the minimum period they are required to last.

25. The countersigned indent should show in red ink any corrections and reductions which might be made by the Heads of Departments.

26. The establishment given in the distribution statement in the indent shall be a counterpart of the annual schedule of establishment submitted to the Comptroller in so far as regards the number of officers and officials using stationery. As this is the only check in the hands of the Superintendent of Stationery for regulating the supply of articles issued on a fixed scale, accuracy is essential. Clerks shall on no account be shown as accountants or *vice versa*.

27. On the indents being finally passed, intimation will be given by the Superintendent, of the dates on which the supplies will be issued from the Depôt.

28. The officers in Bangalore will, on the date fixed for each of them, depute a responsible person to attend the Depôt and to take charge of the supplies. The name and designation of the person so deputed shall be entered in the authority that may be granted him by the Head of his office to receive the supply. Objections, if any, must be made before the supplies are removed from the Depôt. Bottles, boxes, etc., lent for convenience of removal of their contents from the Depôt must be returned.

29. In the case of other offices the Superintendent of Stationery shall advise the indenting officer, when and how his supply of stationery and forms has been despatched, noting particularly the address (which shall be copied from the label on the indent) to which it has been consigned. Should there be any error in the address so notified or should the consignment not reach its destination in due course, the indenting officer shall, in communication with the Superintendent of Stationery, immediately take the necessary steps for the correction of the mistake.

30. On arrival of the supplies, the indenting officer shall have the packages placed in a dry and properly protected place. They shall then be opened at once and the contents verified with the Invoice in the presence of the indenting officer or of some one appointed by him, who shall certify to the fact at the foot of the receipt. The receipt shall then be signed and immediately transmitted to the Superintendent of Stationery with details of any missing articles. The transmission of the receipt must not be delayed pending reference to the Stationery Depôt regarding short or excess delivery, which should form the subject of separate correspondence.

31. In the unavoidable absence of the Head of the Office, the packages shall be opened by the Manager or Head Clerk, and the certificate shall be signed by the officer who supervises the opening of the packages, and countersigned by the Head of the Office.

32. Complaints as to the quality of supplies received shall be accompanied by one average sample of the article in question duly attested by the complaining officer as being part of the supply furnished by the Stationery Office on a specified date, particulars as to the marks on the articles or the covering of the packages being also reported. To prevent fraudulent substitution of other than Government supplies, such complaints can only be admitted when preferred within three days of the opening of the cases. Whenever the receiving officer may have reason to consider that the packing has been improperly or carelessly performed (whether actual injury has resulted therefrom or not) he may intimate the same mentioning reasons for his opinion with suggestions for future prevention; and in cases of damage in transit, the cause thereof which may be apparent should be communicated.

33. Packing cases received from the Stationery Depôt shall be sold and the proceeds credited to Government under "Stationery."

34. Whenever the provisions of these Rules have not been strictly observed, the officer at fault shall be held responsible for the value of all articles lost or damaged on that account.

35. The stores of stationery and forms received from the Stationery Depôt should be placed in charge under lock and key of either the head clerk or manager of the office.

36. Three separate books, Appendices F 1 and F 2 and K, one showing the receipts, another showing the issues of stationery and printed forms, and the third showing periodical issues of stationery, shall be maintained in each office.

37. Each supply of stationery and forms shall, immediately on receipt, be entered in the receipt book and issues therefrom regularly posted.

38. The issues shall be totalled up on the last day of each month and balance struck. The books shall be examined and initialled once a month by the Head of the Office or by some person appointed by him for the purpose and the balance as shown in the book verified with the actual balance in hand once a quarter.

39. The average annual consumption shown in the register shall be followed in furnishing figures to the Superintendent in the indent.

40. Any wilful wastage or extravagance on the part of the subordinates using stationery, which may be apparent to the manager or head clerk of an office, should be brought to the immediate notice of the Head of the Office.

41. The receipt and issue registers maintained in any office, may at any time be called for by the Superintendent of Stationery for examination or for the purpose of verifying the indents.

42. All supplies shall be a *bona fide* charge for the year in which the issues are made, and indents not complied with in full at the close of the year will be considered cancelled. The requisition for articles of periodical issues only, so unsupplied, may, if necessary, be renewed in the following year's indent.

FORMS.

43. Indents for printed forms are to be made only in the printed form of indent (Appendix G), copies of which will be supplied from the Stationery Depôt.

44. These indents should in the case of the officers referred to in para 21 be submitted in duplicate to the Head of the Department to which the indenting officer belongs, who will countersign and forward the same to the Superintendent of Stationery by the 31st March preceding the official year for which the forms are required.

45. Indents for forms will be subject to the same kind of check as stationery indents by the Heads of Departments, with reference to the amount of business done in each office, the quantity expended, the balance and the annual consumption in cognate offices.

46. The authorized scale and prescribed forms should not be deviated from; nor should any new forms, except departmental ones prescribed by Heads of Departments, under the authority of any Rule or Regulation in force, be introduced without the previous sanction of Government. Heads of Departments should quote such authority in their indents or requisitions.

47. Printed addresses on covers and printed headings containing a few words only shall be entirely discontinued, except such as are specially ordered by Government in the General Department.

48. Each form or register shall be numbered consecutively and the number once given to a form or register must not be altered, as it is by this number that it is known in the Stationery Depôt and the Government Press.

49. Heads of Departments after examining and revising the indents, will enter the quantity passed by them, and countersign and forward the indents to the Stationery Depôt before the due date.

50. In the case of forms newly introduced under the provisions of Rule 46, sample forms of the proper size must accompany the indent. These will be printed on the kind of paper prescribed therefor in the Appendix. If in any case, forms on special paper are required, the indenting officer must specify his reasons fully in his indent.

51. Where an officer has several offices subordinate to him, issues of forms to these in bulk shall be made on indents (Appendix J) and entered in the Register at the Head Office. Separate receipt and issue books shall be maintained in each subordinate office and a quarterly return showing consumption and balance in the form given in Appendix H shall be submitted by each subordinate office to the Head Office. In Departments in which subordinate offices are regularly and systematically inspected, a personal examination of the registers by the inspecting officer may take the place of the quarterly return.

52. Every printed form shall bear (in small type) in a corner of it a letter indicating its class, its number, the number of copies struck, and the date of printing, a separate series of numbers being given to each class of forms. Thus a Revenue form would be numbered "Revenue 1-2000-9-3-03." The number of the form shall be invariably quoted in the Registers as well as in the Indents.

53. A book file with a sample of each form in use shall be maintained in each office or Department of an office by the subordinate in charge of the forms. In this all modifications of forms ordered from time to time shall be at once noted.

54. All printed forms in charge of the clerk shall, where possible, be kept in a separate room or on shelves properly arranged, each description of form being kept apart or in a separate bundle, which, to facilitate identification, shall be labelled with the name and number of the form. Care shall be taken to prevent damage to the forms while in store.

55. All the forms and registers required by indenting officers for their use and those of their subordinate offices, shall, in order to avoid throwing unnecessary work on the Press by printing forms of the same kind several times in a year, be included in the annual indent alone. Heads of offices shall not indent for forms and registers during the interim on dockets, save under exceptional circumstances, and the Superintendent of Stationery is not bound to comply with such special requisitions without sufficient explanation as to the necessity therefor being furnished by the indenting officer.

56. Save in exceptional cases no forms shall be printed unless at least 100 copies are required.

57. Old and obsolete forms shall, wherever possible, be utilized for covers and packing purposes. When such forms cannot be put to any other use, they shall be written off. But when otherwise utilized they shall be entered as stores received under the heading of the paper on which they are printed and issues therefrom posted under that heading.

EXAMINATION OF STOCK.

58. Shortly before the submission of the annual indent, the Head of each Office shall examine his stock of stationery articles, forms, etc., with the book balance and certify to the fact at the foot of the annual indent in the form appended thereto (*vide* Appendix D). In cases of excess or of deficiency in any articles, a statement in the form laid down in Appendix I shall be submitted along with the indent and the instructions of the Superintendent of Stationery taken.

59. The value of any deficiencies in stock which have not been accounted for satisfactorily shall be recovered by the Head of the Office from the person responsible and credited to Government. The Superintendent shall, in all such cases, be furnished with Treasury receipt.

60. Advantage shall be taken of the annual examination of stock to inspect the condition of such articles as the following in the possession of subordinates:—inkstands, penknives, scissors, hones, strops, color boxes, rulers, etc. The opinion of the Head of the Office in regard to these shall be recorded in order that the quantity of such articles to be indented for may be determined.

61. In the case of broken or missing articles, when the damage or loss is attributed to carelessness, the value shall be recovered from the party responsible.

62. Damaged or surplus stationery articles shall be disposed of in accordance with instructions to be obtained from the Superintendent of Stationery.

63. If it is apprehended that any article will deteriorate before the coming into use, the instructions of the Superintendent as to its disposal shall be obtained without delay.

GENERAL.

64. When the quantity of any store or stationery indented for is not more than the average of consumption for the preceding two years, the Superintendent shall supply full quantity. When the indent is for a larger quantity and satisfactory reasons are given for the increase, the Superintendent may comply with it provided that the value of such excess does not exceed Rs. 200 and that he considers the reasons given for such excess are satisfactory. If the value of such excess exceeds Rs. 200, the Superintendent must obtain the previous sanction of Government before complying.

65. Supplementary indents for the whole office either for stationery or printed forms shall, as far as possible, be avoided. If annual indents are carefully framed, all expenditure can, except in rare instances, be foreseen. The Superintendent may comply with any supplementary indent provided he is satisfied with the explanation of the indenting officer and subject to limitations provided in Rules 45 and 64.

66. The Superintendent of Stationery shall bring to the notice of Government any serious neglect or breach of these Rules.

L. ANANTASAMI RAO,
Offg. Secy., Gen. & Rev. Depts.

To—The Superintendent of Stationery Depot.
All the Heads of Departments.
The Deputy Commissioners of Districts and Presidents of District Boards and Municipalities and the Kolar Gold Fields Sanitary Board.

APPENDIX A.

Referred to in Rule No. 1.

Articles supplied by the Stationery Office and the Departments for which they are provided.

Description of articles		To whom intended	Remarks
ENGLISH.			
1 M. M. Azure-laid Royal	40 lbs	General and Press ...	Permanent, Audit Registers, Public Works Registers, Financial Forms for 30 years.
2 Ditto Medium	30 lbs	Ditto & for blank books ...	Ditto and blank books to be used for permanent records and those to be kept for 30 years.
3 Ditto Demy	20 lbs	Ditto	Ditto
4 M. M. Azure-laid Foolscap	12 lbs	Press	
5 Cream-laid Foolscap ruled	14 lbs	Secretariats only	
6 Cream-wove Foolscap	15 lbs	Secretariats & Heads of Departments and Press.	To print letter forms for Heads of Departments and Secretariats and Heads of Departments for fair copies and when specially ordered by Government in the General Department for printing.
7 Cream-laid Quarto Post	12 lbs	General supply.	
8 Do Note paper	6 lbs	Ditto	
9 Cream-wove Quarto Post	12 lbs	Ditto	
9a. Do (Scarlet Seal)	...	Secretariats only	
10 Cream-wove Note paper	6 lbs	General supply	
10a. Do (Scarlet Seal)	...	Secretariats only	
11 Bank Quarto Post	...	Heads of Departments for Foreign correspondence.	
12 Do Note paper	...	Ditto	
13 Hand-made, Medium	32 lbs	For printing Registers of Registration Department.	
14 Do Demy	24 lbs		
15 Hand-made Foolscap	15 lbs	For Secretariats and Heads of Departments and Press for printing special works.	For important letters and records and for those which have to be preserved for 12 years or more.
16 White Cartridge Imperial	72 lbs	Press for Service Post Cards ...	
17 Ditto Royal	40 lbs	Secretariats and Heads of Departments and Press for printing covers and File boards.	
18 Marble Royal ...	...	Press for covers to blank books and registers.	
INDIAN.			
19 M. M. Azure-laid Royal	44 lbs	Press for printing forms and registers.	

Appendix A—continued.

Description of articles	For whom intended	Remarks
20 M. M. Azure-laid Medium 32 lbs	Press for printing forms and Registers.	
21 Ditto Demy 24 lbs	Ditto ...	
22 Ditto Double Foolscap 30 lbs	Ditto ...	
23 Ditto Single Foolscap 15 lbs	General and Press ...	For records (Judicial and other) that have to be preserved for 12 years or more.
24 Do do 13 lbs	For Press for printing registers and forms and for blank books.	
25 Cream-wove Foolscap 10 lbs	General supply ...	For ordinary correspondence and notes.
26 Ditto 8 lbs	Ditto ...	For Kannada correspondence in District Offices.
27 Blotting paper 32 & 40 lbs	Ditto ...	
28 Brown Cartridge 45 lbs	Ditto for covers and packing purposes and for printing facing sheets.	
29 Badamy Super Royal Double 31 lbs	Press for printing forms ...	
30 Do Demy 16 lbs	General and Press for printing forms.	
31 Do Foolscap 16 lbs	For Press for printing forms ...	
32 Do Double Foolscap 18 lbs	Ditto ...	
33 Badamy Cartridge 42 lbs	Press for printing facing sheets of Files for Secretariats.	
34 Printing Super Royal 60 lbs	Ditto forms ...	
35 Do do 42 lbs	Ditto ...	
36 Do do 40 lbs	Ditto ...	
37 Do do (Double) 42 lbs	Ditto ...	
38 Do Royal 32 lbs	Ditto ...	
39 Do 25 lbs	General and Press ..	
40 Do Demy 24 lbs	For Press for Educational copy books and for forms required in thick paper.	
41 Do do 18 lbs	General, Press & for blank books	
42 Do Double Foolscap 24 lbs	Press for printing registers and forms and blank books.	
43 Do do 18lbs	For Gazette ...	
44 Do Single Foolscap 16 lbs	Press ...	
45 Colored paper glazed Royal 40 lbs	Press for printing covers for Educational books and registers, etc.	
46 Ditto Demy 32 lbs	Ditto ...	
47 Ditto Foolscap 20 lbs	Ditto ...	

Appendix A—continued.

Description of articles	For whom intended	Remarks
MISCELLANEOUS ARTICLES.		
BLANK BOOKS OF WRITING PAPER. English.		
48 M. M. Azure-laid Medium 30 lbs in books of 2 qrs.	General for permanent records...	
49 & 50 Ditto Demy 20 lbs in books of 2 & 3 qrs.	Ditto ..	
Indian.		
51 to 53 M. M. Azure-laid Foolscap 13 lbs in books of 2, 3 and 4 qrs.	General supply ...	
54 & 55 Do From and To Registers, English	Ditto ...	
56 Do Index books	Ditto ...	
BLANK BOOKS OF PRINTING PAPER. (INDIAN).		
57 & 58 From and To Registers, Kanarese.	Ditto ...	
59 to 61 Printing Demy 18 lbs in books of 2, 3 and 4 qrs.	Ditto ...	
62 to 64 Do Foolscap 24 lbs in books of 2, 3 and 4 qrs.	Ditto ...	
65 Printing Demy Quarto books ...	Ditto ...	
66 Do Octavo ...	Ditto ..	
67 & 68 Do Stationery issue and receipt books.	Ditto ...	
69 File books (Badamy Demy) 16 lbs	Ditto ...	
70 Bristol boards (Indian) ...	Press ...	
71 Paste boards ..	General supply ...	
72 Needles ...	Ditto ..	
73 White tape ...	Ditto ...	
74 Red tape ...	Special to Secretariats and Heads of Departments.	
75 Do ...	Press for file boards ...	
76 Blue tape ...	For Secretariats only ...	
77 Europe twine ...	Ditto and Heads of Departments	
78 Bengal do ...	General supply ...	
79 Thread, white ...	Ditto ...	
80 Do colored ...	Ditto ...	
81 Cloth-lined paper ...	Ditto ...	For heavy packages.
82 Sealing wax ...	Ditto ...	

Appendix A—continued.

Description of articles	For whom intended	Remarks
83 Candles ...	General supply ...	
84 Envelopes of sizes ...	Ditto ..	
85 Do cloth-lined ...	Secretariats only ...	
85a Do scarlet seal ...	Ditto ...	
86 Liquid gum bottles (in pint bottles).	Secretariats and Heads of Depts.	One bottle per annum.
87 Gum pots with brushes ...	Ditto ...	
88 Spare brushes ...	Ditto ...	
89 Paper fasteners ...	Ditto ...	
90 Ivory paper cutters ...	Ditto ...	
91 Long cloth ...	Press and Survey Department for mounting maps, etc.	
92 Sheep skins ...	Press for binding books ...	
93 Straw boards ...	Press ..	
94 Cotton tags ...	Secretariats and Heads of Depts	
95 Goose quills ...	For Heads of offices ...	Where Steel Nibs are preferred to quills 2 nibs will be supplied for each quill.
96 Steel Nibs ...	General supply ...	
97 Holders ...	Ditto ...	
98 Black ink powder ...	Ditto ...	
99 Red do ...	Ditto ...	
100 Blue-black ink powder ..	Deputy Commissioners and Civil Courts.	
101 Do (fluid) ...	Secretariats and Heads of Depts.	
102 Black lead pencils ...	General supply ..	
103 Colored pencils (red and blue)...	Ditto ...	
104 Blotting pad ...	For Gazetted officers ...	
105 India rubber ...	General supply ...	
106 Strops ...	Ditto ...	
107 Penknives (double blade) ...	Ditto ...	
108 Erasing knives ...	Heads of Departments ...	
109 Scissors, large ...	General supply ...	
110 Do small ...	Ditto ...	
111 Green baize ...	Ditto ...	
112 Glass ink bottles ...	Ditto ...	
113 Screw top ink bottles ...	For Gazetted officers ..	
114 Seals with handles ...	General supply ...	

Appendix A—continued.

Description of articles	For whom intended	Remarks
115 Spring candlesticks with shades...	General supply ...	
116 Hones ...	Ditto ...	
117 Ebony inkstands (with glasses)...	Generally for Gazetted officers...	
118 Wooden inkstands ...	General supply ...	
119 Rulers, round ...	Ditto ...	
120 Paper weights ...	Heads of offices ...	
121 Pen rests ...	Ditto ...	
122 Letter scales ...	General ...	
123 Finger printing apparatus ...	Ditto ..	
124 Drawing Double Elephant ...	Public Works, Railway and other Departments where necessary.	
125 Do Imperial ...	Ditto ...	
126 Tracing paper ...	Ditto ...	
127 Lithographic tracing Atlas ...	Press ...	
128 Carbonic paper ..	Public Works, Railway and other Departments where necessary.	
129 Section paper ...	Ditto ..	
130 Lithographic crow quills ...	Ditto ...	
131 Mapping pens ...	Ditto ...	
132 Ink and pencil erasers ...	Ditto ...	
133 Metallic Memo books ...	Ditto ...	
134 Tracing cloth ...	Ditto ...	
135 Drawing pencils ...	Ditto ...	
136 Movable leads ...	Ditto ...	
137 Drawing pins ...	Ditto ...	
138 Artist glasses ...	Ditto ...	
139 Sable hair brushes ...	Ditto ...	
140 Sponges ...	Public Works, Railway Department, Archæological, Stamp, Survey and Press Depts.	
141 Parallel ruler ...	Public Works, Railway and other Departments where necessary.	
142 Saucers ...	Ditto ...	
143 Box of dry colors ...	Ditto ...	
144 Box of moist colors ...	Ditto ...	
145 Mathematical instrument box ...	Ditto ...	
146 Stencil ink ...	Ditto ...	
147 Do brush ...	Ditto ...	

General, dated 27th May 1904.

Appendix A—*continued.*

Description of articles	For whom intended	Remarks
148 Brown ochre ...	Public Works, Railway and other Departments where necessary.	
149 Blue Royal ...	Ditto ...	
150 Burnt Sienna ...	Ditto ...	
151 Burnt Amber ...	Ditto ...	
152 Carmine ...	Ditto ...	
153 Carmine lake ...	Ditto ..	
154 Crimson lake ...	Ditto ...	
155 Cobalt ...	Ditto ...	
156 Emerald green ...	Ditto ...	
157 French ultra marine ...	Ditto ...	
158 Flake white ...	Ditto ...	
159 Gamboge ...	Ditto ...	
160 Indian ink ...	Ditto ...	
161 Indigo ...	Ditto ...	
162 Indian red ...	Ditto ...	
163 Light red ...	Ditto ...	
164 Lake (moist) ...	Ditto ...	
165 Lamp black (moist) ...	Ditto ...	
166 Litho ink fine ...	Ditto ...	
167 Madder ...	Ditto ...	
168 Neutral tint ...	Ditto ...	
169 Orange ...	Ditto ...	
170 Prussian blue ...	Ditto ..	
171 Purple ...	Ditto ...	
172 Raw Sienna ...	Ditto ...	
173 Sepia ...	Ditto ...	
174 Scarlet lake ...	Ditto ...	
175 Vermilion ...	Ditto ...	
176 Venetian red ...	Ditto ...	
177 Yellow ochre ...	Ditto ...	

APPENDIX B.

(REFERRED TO IN RULE 4.)

LIST OF OFFICERS AUTHORIZED TO INDENT TO THE STATIONERY DEPOT AND TO OBTAIN STATIONERY FREE OF CHARGE.

I. GENERAL ADMINISTRATION.

1 General and Revenue Secretariat.
1 Public Works Secretary.
1 Railway do
1 Military Assistant.
1 Forest Secretary.
1 Muzrai do

II. REVENUE.

1 Revenue Commissioner.
8 Deputy Commissioners of Districts.
22 Revenue Assistant Commissioners and Sub-Division Officers.

III. JUDICIAL.

1 Registrar, Chief Court.
3 District and Sessions Judges.
5 Sub-Judges.
2 City Magistrates.
1 1st Class Magistrate, Kolar Gold Fields.
17 Munsiffs.
1 Government Advocate.
1 Law Reporter.
3 Public Prosecutors.

IV. JAIL.

1 Inspector-General of Prisons.
2 Superintendents of Jails.
Officers in charge of Lock-ups.

V. POLICE.

1 Inspector-General of Police including Railway.
9 Superintendents and Assistant Superintendents of Police.

VI. SURVEY.

1 Survey and Settlement Commissioner.

VII. ACCOUNT.

1 Comptroller.
1 Officer in charge of State Huzur Treasury.
8 Treasury Officers of Districts.
1 Insurance Secretary.

VIII. PALACE.

1 Private Secretary to His Highness the Maharaja.
1 Durbar Physician.
1 Palace Controller.

IX. PUBLIC WORKS.

4 Superintending Engineers.
1 Examiner, Public Works Accounts.
11 Executive Engineers.
1 Resident Engineer, Cauvery Power Scheme.
1 Chief Electrical Engineer.
2 Assistant Engineers, Sanitary Range.
1 Executive Engineer, Chamrajendra Water Works.

X. INAM.

1 Superintendent of Inam Settlements.

XI. FOREST.

1 Conservator of Forests in Mysore.
8 District Forest Officers.
5 Sub-Assistant Conservators.
1 Forest Settlement Officer, Kadur and Chitaldrug Districts

General, dated 27th May 1904.

XII. EXCISE.

1 Excise Commissioner.
1 Deputy do
Assistant Commissioners, Excise Divisions.

NOTE.—Deputy Commissioners should include their office Excise Establishment in their office Indents, and separate Indents may be sent for the Assistant Commissioners in charge of Excise Department in each District.

XIII. STAMP.

1 Superintendent of Stamps.
1 Officer in charge of Stamp Manufactory.

XIV. MEDICAL.

1 Senior Surgeon and Sanitary Commissioner.
1 Do in charge of Medical Stores.
1 Do Plague Department.
1 Surgeon in charge of Victoria Hospital.
7 Civil and Assistant Surgeons in charge of Districts.
1 Superintendent, Vaccine Institute.
1 Medical Officer in charge of Maharani's Hospital, Mysore.
1 Maternity Hospital.
1 Government Eye Infirmary.
1 Civil Surgeon, Kolar Gold Fields.
1 Chemical Examiner.
1 Medical Officer, Imperial Service Regiment.
2 Do in charge of Jails.
8 Deputy Inspectors of Vaccination.

XV. EDUCATION.

1 Inspector-General of Education.
1 Assistant do.
1 Principal, Central College.
1 Do Maharaja's College, Mysore.
1 Curator, Government Book Depot.
1 Do Oriental Library.
1 Honorary Secretary, Industrial School, Mysore.
Inspecting Officers of the Education Department.

XVI. GEOLOGICAL.

1 State Geologist.

XVII. REGISTRATION.

1 Inspector-General of Registration including Special Sub Registrars.
8 District Registrars.

XVIII. MISCELLANEOUS.

1 Chief Commandant, Mysore State Troops.
1 Agricultural Chemist.
1 Superintendent, Amrut Mahal Department.
1 Do Government Gardens.
1 Do Museum.
1 Do Government Press.
1 Do Government Stationery.
1 Director of Archæological Researches.
1 Do of Meteorology.
1 Do of Statistics.
1 Secretary to the Board of Examiners.
1 Mysore Local Service Examination.
1 Officer in charge of Ethonographic Survey.

APPENDIX C.

(REFERRED TO IN RULE 5.)

OFFICERS AND OFFICES ENTITLED TO OBTAIN STATIONERY ON PAYMENT.
(BOOK ADJUSTMENT.)

Presidents of City Municipalities, Bangalore and Mysore.
Presidents of District Boards.
Do of Municipalities in Districts.
President, Sanitary Board, Kolar Gold Fields.
Do Sringeri Municipality.
The Chairman of the Board of Trustees for the Improvement of the City of Mysore.

General, dated 27th May 1904.

APPENDIX D.

(Referred to in Rule 11)

190 -0

From

To

The Superintendent,
Government Stationery Depot,
Bangalore.

Dated

Despatched

Received

No.

Forwards in duplicate Indent for Stationery Articles required for the official year 190 -0

Date of receipt at the Depot
Registered No.
Date supplied

APPEN

Annual Indent for 1st July 190 to 30th June 190

Date prepared—

Number of Gazetted Officers	Number of clerks using stationery as per details below: Clerks, Accountants and mutchis	Details of sanctioned Establishment.

1	2	3	4	5	
				Consumption of two previous years	
Names of articles	Opening balance of the official year in which the Indent is submitted. This column should not include figures of column 3	Articles received for the official year in which the Indent is submitted	Total of columns 2 and 3	190 —0	190 —0
(1) ARTICLES SUPPLIED ON THE AVERAGE OF THE PAST TWO YEARS' CONSUMPTION.					
Superior Paper.					
1 Machine-made Royal					
2 Do Medium					
3 Do Demy					
6 Cream Wove. Foolscap					
7 Cream-laid Quarto Post					
8 Do Note Paper					
15 Foolscap, Hand-made					
23 Machine-made Foolscap					
Ordinary papers.					
25 Cream Wove, Foolscap 10 lbs. ..					
26 Do do 8 lbs. ...					
27 Blotting paper					
28 Brown cartridge					

NOTES.—Articles mentioned in Appendix A which are not entered in this form

General, dated, 27th May 1904.

DIX D.

for the.....office

Date despatched—

6	7		8	9	10	11	12	13
	Here in below explain why hand-made papers and machine-made paper books are required and enter certificate required under Rule 16 of Stationery Rules for periodical articles claimed.				The form below should be carefully filled up by the indenting officer, the route and mode of carriage being fully specified		Description to be marked on cases. To the..... of..... at..... care of..... To be forwarded by.....	
Average of the two sub-columns in column 5	Expenditure during the current year		Quantity expected to remain at the beginning of the official year for which the Indent is submitted	Quantity now claimed	Date of last supply of periodical articles	Quantity passed by the Superintendent of Stationery	Quantity supplied by the Depot	Remarks Note—Explanation of unusually large demands, variations in the consumption shown, etc., should be here given.
	Actuals up to date of Indent from 1st July	Probable quantity estimated to be spent during the remaining part of the official year						

should be entered under the appropriate heading.

APPENDIX

1	2	3	4	5	
				Consumption of two previous years	
Names of articles	Opening balance of the official year in which the Indent is submitted. This column should not include figures of column 3	Articles received for the official year in which the Indent is submitted.	Total of columns 2 and 3	190 —0	190 —0
Papers for covers and packets.					
30 Badamy paper					
39 Printing Royal					
41 Do Demy					
Books of writing paper.					
48 Machine-made Medium 2 qrs. No. ...					
49 Do Demy 2 „ „ ..					
50 Do do 3 „ „ ...					
51 Do Foolscap 2 „ „ ...					
52 Do do 3 „ „ ...					
53 Do do 4 „ „ ...					
54 Foolscap "From" Register, English „ ...					
55 Do "To" do do „ ...					
56 Do Index Books „ ...					
Blank Books of Printing paper.					
57 "From" Register, Kanarese ...					
58 "To" do do ...					
59 Printing Demy 2 qrs. ...					
60 Do do 3 „ ...					
61 Do do 4 „ ...					
62 Do Foolscap 2 „ ...					
63 Do do 3 „ ...					
64 Do do 4 „ ...					
65 Quarto 1 „ ...					
66 Octavo ½ „ ...					
67 Account book of stationery Issued ...					
68 Do do Received ...					
69 File Books					
Sundry articles.					
71 Paste boards ... No. ...					
72 Needles ... „ ...					
73 White tape ... skeins ...					
78 Bengal twine ... lbs. ...					
79 Thread, white ... reels ...					
80 Do colored ... „ ..					
81 Cloth lined paper ... yards ...					
82 Europe sealing wax sticks ...					
83 Candles .. No. ...					
84 D.-O. Covers ... „ ...					

General, dated 27th May 1904.

D—*contd.*

6	7		8	9	10	11	12	13
	Expenditure during the current year							
Average of the two sub-columns in column 5	Actuals up to date of Indent from 1st July	Probable quantity estimated to be spent during the remaining part of the official year	Quantity expected to remain at the beginning of the official year for which the Indent is submitted	Quantity now claimed	Date of last supply of periodical articles	Quantity passed by the Superintendent of Stationery	Quantity supplied by the Depot	Remarks Note.—Explanation of unusually large demands, variations in the consumption shown, &c., should be here given

APPENDIX

1	2	3	4	5	
Names of articles	Opening balance of the official year in which the Indent is submitted. This column should not include figures of column 3	Articles received for the official year in which the Indent is submitted	Total of columns 2 and 3	Consumption of two previous years	
				190 —0	190 —0
(2) ARTICLES ISSUED ACCORDING TO FIXED SCALE.					
95 Goose quills ... No. ...					
96 Steel pen nibs ... „ ...					
97 Do holders ... „ ...					
98 Black ink powder... Packs ...					
99 Red do ... „ ...					
100 Blue black ink powder „ ...					
102 Black-lead pencils ... No. ...					
103 Colored do ... „ ...					
(3) ARTICLES SUPPLIED AT STATED PERIODS.					
104 Blotting pads					
105 India-rubber					
106 Strops					
107 Penknives					
109 Scissors, large					
110 Do small					
111 Green baize					
112 Glass ink bottles					
113 Screw-top ink glasses					
114 Seals					
115 Candle sticks					
116 Hones					
(4) ARTICLES SUPPLIED ONCE FOR ALL, BUT MAY BE RENEWED ON THE CERTIFICATE REFERRED TO IN RULE 16 OF STATIONERY RULES.					
117 Ebony Inkstands					
118 Wooden do					
119 Rulers, round					
120 Paper Weights					
121 Pen Rests					
122 Letter Scales					
123 Finger Printing Apparatus					

Station

Date

Signature and Designation of Countersigning Officer.

I certify that I examined the stock of stationery articles, printed forms and drawing and mathematical instruments, &c., on the.....190 and found the same correct according to the book balance (except in the case of articles shown in the accompanying statement).

Signature and Designation of the Head of the Office.

D—*contd.*

6	7		8	9	10	11	12	13
	Expenditure during the current year							
Average of the two sub-columns in column 5	Actuals up to date of Indent from 1st July	Probable quantity estimated to be spent during the remaining part of the official year	Quantity expected to remain at the beginning of the official year for which the indent is submitted	Quantity now claimed	Date of last supply of periodical articles	Quantity passed by the Superintendent of Stationery	Quantity supplied by the Depot	Remarks Note.—Explanation of unusually large demands, variations in the consumption shown, &c., should be here given

Signature and Designation of Indenting Officer.

No. 1

Issue stationery passed in column 11 on the reverse.

Superintendent of Stationery.

Issued stationery accordingly as per column 12 on the reverse.

Store-keeper. *Supervisor.*

CERTIFICATE BY THE HEAD OF THE RECEIVING OFFICE.

I hereby certify that I have received the stationery entered in column 12 forwarded in cases nd found them in good condition. The cases were opened and the stationery examined in my resence.

Manager.

Signature of the Head of the office.

Date *Head Clerk.*

APPENDIX E.

(Referred to in Rule 16)

Articles issued according to a fixed scale.

PER ANNUM.

	Black, lead Pencils	Colored Pencils	Black Ink Powder	Red Ink Powder	Pen holders
Head of offices	4	4	4 Packets to each man	2 Packets to each man	4
Managers, &c. Auditors and Accountants	3	3			3
Clerks	3	...			3
Mutchis	6	...			2

N. B.—Black and red ink powders shall not be issued to each individual, but the required ink will be prepared by office mutchis and served out.

PER MONTH.

	Quills	Nibs	Blotting Paper.
Head of offices	4	8	4 sheets
Managers, &c., Accountants and Clerks	...	8	1 do
Mutchis	...	6	1 do

N. B.—Where nibs are preferred to quills, 2 nibs will be supplied for each quill.

Articles issued at stated intervals.

Minimum number of years for which the articles are issued	Articles	Scale
1 Year ...	Blotting pad	1 for Head of office.
2 do ...	India Rubber piece	1 per man.
4 do ...	Penknives	1 per man.
3 do ...	Strops	1 for each office.
5 do ...	Glasses for wooden inkstands ...	2 per man.
5 do ...	Screw-top glasses...	2 for each officer.
4 do ...	Green baize	For clerks and officers, tables at a maximum of 2 yards for each table.
4 do ...	Scissors, large and small *	* 1 large and 1 small for each office.
6 do ...	Seals	1 per office.
8 do ...	Hones	1 per office.
6 do ...	Spring Candlesticks with shades ...	Maximum is 4 per office.
Once for all ...	Rulers round	1 for every 6 men.
Do ...	Ebony Inkstands	2 for each Head of office.
Do ...	Wooden do	1 for each official.
Do ...	Letter Scales	1 for each office.
Do ...	Pen Racks	1 for Head of office.
Do ...	Paper weights	2 Do

4 Pairs to Secretariats, Chief Court, Comptroller and other officers having several offices.

APPENDIX F-1

(Referred to in Rule 36.)

General Store Account Book of Stationery and Forms of the Office of.....during the year 190 —0

Instructions for the upkeep of the General Store Account Book of Stationery and Forms.

1. The General Store Account Book should show all receipts, namely the Stationery and Forms received from the Depot, by local purchase, and that returned to Stores by an office or offices, and also the monthly issues and balances in the following manner—

2. The receipts to be posted up whenever they are received and added to the balance at the end of each month; the monthly totals of issues will be posted underneath the next receipts and the balances be thus ascertained monthly. At the end of the year an abstract showing the net receipts, issues and balances of the year will be shown at the foot of the General Store Account Book. The balance at the end of the year will form the opening balances of the ensuing year.

Date	Receipts, Issues and Balances	Writing Paper																																	Paper for Drafting purposes					
		1 Royal			2 Medium			3 Demy			7 Cream laid Quarto Post			8 Do Note			15 Foolscap, hand-made			23 Foolscap, machine-made									25 Cream wove Foolscap 10 lbs			26 Cream wove Foolscap 8 lbs		
	Opening Balance	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S

APPENDIX F-1—*contd.*

Paper for Drafting purposes																				
27 Blotting 32 lbs			28 Brown Cartridge 45 lbs			30 Badamy Demy 16 lbs			39 Printing Royal 25 lbs			41 Printing Demy 18 lbs								
Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S

Miscellaneous Paper																				
Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S

Blank Books of Writing Paper									Blank Books of Printing Paper															
48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	71	72
Medium 2 quires	Demy 2 quires	Demy 3 quires	Foolscap 2 quires	Foolscap 3 quires	Foolscap 4 quires	" From " Register, English	" To " Register, English	Index	From Register, Kanarese	To do do	Demy 2 quires	Demy 3 quires	Demy 4 quires	Foolscap 2 quires	Foolscap 3 quires	Foolscap 4 quires	Quarto books	Octavo books	Stationery Issue Book	Stationery Receipt Book	File Books	Paste board	Needles
No.	No.	No.	No.	No.	No.	No.	No.	No.	No	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.

General, dated 27th May 1904.

73	78	79	80	81	82	83	84	86	87	88	89	90	94	95	96	97	98	99	100	101	102	103	104
White Tape	Bengal Twine	Thread, white	Thread, colored	Cloth-lined paper	Sealing wax	Candles	D. O. Covers	Liquid gum bottles	Glass gum pot	Spare brushes	Paper fasteners	Paper cutters	Cotton tags	Goose quills	Steel pen nibs	Do Holders	Black ink powder	Red ink powder	Blue-black ink powder	Blue-black ink bottles	Black lead pencils	Colored pencils	Blotting pad
Sk.	Sk.	No.	No.	Yds.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	Pks.	Pks.	Pks.	No.	No.	No.	No.

Miscellaneous articles																		Drawing materials				
105	106	107	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123					
Rubber	Strops	Pen-knives	Scissors (large)	Scissors (small)	Green baize	Glass ink bottles	Screw top ink bottles	Seals	Candle sticks	Hones	Ebony inkstands	Wooden inkstands	Rulers (round)	Paper weights	Pen rests	Letter scales with weights	Finger printing apparatus					
No.	No.	No.	No.	No.	Yds.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.					

APPENDIX F-2.

(Referred to in Rule 36.)

Account Book of the Issue of Stationery and Forms in the Office of.....during the year 190 —0

Instructions for the Issue of Stationery and Forms and for the up-keep of the Account Book of such Issues.

1. As a precautionary measure, the officials receiving articles will draw a line in red ink through the blank spaces opposite their names.

2. The daily expenditure of Stationery and Forms, as entered by each official who receives the articles, must be totalled monthly, and a progressive total thereof extended until the end of the year. The monthly totals will, on the 1st of the succeeding month, be carried into the General Store Account Book, to be dealt with in the manner therein prescribed.

Date	To whom issued	Writing Paper																											Paper for Drafting purposes					
	Signature of recipient	1 Royal			2 Medium			3 Demy			7 Quarto Post cream laid			8 Note, cream laid			15 Foolscap, hand-made			23 Foolscap, machine-made									25 Cream wove Fl'cp. 10 lbs			26 Cream wove Fl'cp. 8 lbs		
		Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S

Sk.	White Tape	73	
Sk.	Bengal Twine	78	
No.	Thread, white	79	
No.	Thread, colored	80	
Yds.	Cloth-lined paper	81	
No.	Sealing wax	82	
No.	Candles	83	
No.	D. O. Covers	84	
No.	Liquid gum bottles	86	
No.	Glass gum pot	87	
No.	Spare brushes	88	
No.	Paper fasteners	89	
No.	Paper cutters	90	
No.	Cotton tags	91	
No.	Goose quills	95	
No.	Steel pen nibs	96	
No.	Do Holders	97	
Pks.	Black ink powder	98	
Pks.	Red ink powder	99	
Pks.	Blue-black ink powder	100	
No.	Blue-black ink bottles	101	
No.	Black-lead pencils	102	
No.	Colored pencils	103	
No.	Blotting pad	104	
No.	Rubber	105	Miscellaneous articles
No.	Strops	106	
No.	Pen-knives	107	
No.	Scissors (large)	109	
No.	Scissors (small)	110	
Yds.	Green baize	111	
No.	Glass ink bottles	112	
No.	Screw top ink bottles	113	
No.	Seals	114	
No.	Candle sticks	115	
No.	Hones	116	
No.	Ebony inkstands	117	
No.	Wooden inkstands	118	
No.	Rulers (round)	119	
No.	Paper weights	120	
No.	Pen rests	121	
No.	Letter scales with weights	122	
No.	Finger printing apparatus	123	
			Drawing materials

Paper for Drafting purposes																					Miscellaneous paper																				
27 Blotting Paper 32 lbs			28 .Brown Cartridge 45 lbs			30 Badamy Demy Paper 16 lbs			39 Printing Royal 25 lbs			41 Printing Demy 18 lbs																													
Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S	Reams	Q	S

Blank Books of Writing Paper									Blank Books of Printing Paper														
48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	71	72
Medium 2 quires	Demy 2 quires	Demy 3 quires	Foolscap 2 quires	Foolscap 3 quires	Foolscap 4 quires	" From " Register, English	" To " Register, English	Index	" From Registers, Kan	" To " Registers, Kan	Demy 2 quires	Demy 3 quires	Demy 4 quires	Foolscap 2 quires	Foolscap 3 quires	Foolscap 4 quires	Quarto books	Octavo books	Stationery Issue Book	Stationery Receipt Book	File Books	Paste boards	Needles
No.	No.	No.	No.	No.	No.	No	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.

General, dated 27th May 1904,

APPENDIX G.

(Referred to in Rule 43.)

Date prepared—

Date despatched—

Annual Indent for Forms for..... .....Department.

For use from 1st July 190 to 30th June 190

This form to be carefully filled up by the Indenting Officers of outlying stations, specifying the route and mode by which the forms are to be sent.

To the.....
of .....
at.....
care of.....

1	2	3	4	5	6	7		8	9		10	11	12	13	14	15
Serial No. of Form	Form by whom prescribed	Description of Form	Opening balance of the official year in which the indent is submitted. This column should not include figures of column 3	Forms received for the official year in which the indent is submitted	Total of columns 2 & 3	Consumption of two previous years		Average of the two sub-columns in column 5	Expenditure during the current year		Quantity expected to remain at the beginning of the official year for which the indent is submitted	Quantity now claimed	Date of last supply	Quantity passed	Quantity supplied by the Superintendent	REMARKS. NOTE.—Explanation of unusually large demands, variations in the consumption shown, &c., should be here given
						1 —	1 —		Actuals up to date of indent from 1st July	Probable quantity estimated to be spent during the remaining part of the official year						

STATION.....

The 190

Submits Indent for Forms for 190 -9

No.

Received

Despatched

Dated

Through

To

From

Signature.

190

Indent for Printed Forms.

213

APPENDIX H.

(Referred to in Rule 51.)

Form for quarterly return of Expenditure of Stationery and Forms to be submitted by subordinate offices.

Articles or Form No.	Balance on hand at commencement of year	First quarter			Second quarter			Third quarter			Fourth quarter			Remarks
		Receipts	Issues	Balance	Receipts	Issues	Balance	Receipts	Issues	Balance	Receipts	Issues	Balance	

APPENDIX I.

(Referred to in Rule 58.)

Statement of excess and deficiency found at the examination of stock of Stationery articles, Drawing and Mathematical Instruments, Printed Forms, &c., on 190

1	2	3	4	5	6
Articles	Balance as per book	Actually found in stock	Excess	Deficiency	Remarks accounting for the difference

Station.....

Date.....

Signature & Designation.

APPENDIX J.

(Referred to in Rule 56.)

Indent for Printed Forms required for the use of for the year or month

Form No.	Description of Form	Number used during the past twelve months	Number on hand on date of Indent	Number required for ensuing calendar year	Number supplied	Remarks (as to date of supply and how despatched)

Date 190

Date 190

Signature of Indenting Officer.

Passed for supply.

Examined

Officer in charge of Stationery and Forms.

ACKNOWLEDGMENT.

The above forms have been duly received.

Date 190

Examined

Signature of Indenting Officer.

APPENDIX K.

(Referred to in Rule 36.)

Sample Form of Personal Ledger.

Date of issue	To whom issued	Rubber	Strop	Pen-knives	Ink glasses	Screw-top ink glasses	Green baize	Scissors	Seals	Homes	Candle-sticks	Rulers	Ebony inkstands	Wooden inkstand	Paper-weights	Pen-rests	Letter scales

215

216

1903-04

GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE

GENERAL

PROCEEDINGS

Dated 27th May 1904

No. G. 6011-60

Publishing revised rules regulating the supply and consumption of stationery and printed forms in the public offices of the State.

GPB—13-5-07—200

Appendix III - Forms.

No 8 v page 12

why a blank Page
is needed

				Unusual Charges		Total of each Contingent Abstract	Total of each month's bill	Date of detailed bill	Date of admission with initials	Remarks amount disallowed, etc.
				Description	Amount					
				Nº 4						
				a Page 12						

DEPARTMENT OF THE DISTRICT OF

				Unusual Charges		Total of each Contingent Abstract	Total of each month's bill	Date of detailed bill	Date of admission with initials	Remarks, amount disallowed, etc.
				Description	Amount					

221

DEPARTMENT.

No. First Reminder.

BANGALORE,
COMPTROLLER'S OFFICE,

189

From

To The Comptroller to the Govt. of Mysore.

The _____

_____

SIR,

I have the honor to invite your attention to my letter No. date and subject as per margin and to request an early reply thereto.

No.	Date.

I have the honor to be,

Sir,

Your most obedient servant,

Comptroller

Paid
220

DEPARTMENT.

No. First Reminder.

BANGALORE,
COMPTROLLER'S OFFICE,

189 .

From

The Comptroller to the Govt. of Mysore.

To

The _____

_____

SIR,

I have the honor to invite your attention to my letter No. date and subject as per margin and to request an early reply thereto.

No.	Date.

I have the honor to be,

Sir,

Your most obedient servant,

Comptroller.

Forwarded to the Cost-keeper page 9.

1	2	3		
Number and date of voucher	Name of office	Packing materials sent out		
		Cases	Bales	Bundles

REGISTER OF LETTERS RECEIVED IN THE GOVERNMENT STATIONERY OFFICE 191 —191

GPB—8 books of 3 qrs. each—6-1-15

Register		From whom	Departmental		Subject	Enclosures	How disposed of
No.	Date		No.	Date			
					"from"		
					(1)		
					(1)		
		not					

Note (1) Referred to in last para of page 4 of the Annual

REGISTER OF LETTERS RECEIVED IN THE GOVERNMENT STATIONERY OFFICE 191 —191 .

GPB—8 books of 3 qrs. each—6-1-15

Register		From whom	Departmental		Subject	Enclosures	How disposed of
No.	Date		No.	Date			

REGISTER OF LETTERS DESPATCHED FROM THE GOVERNMENT STATIONERY OFFICE 191 —191 .

GPB—4 books of 3 qrs. each—6 1-15

Register		To whom	Subject	Enclosure	Reference
No.	Date				
			20		
			(2)		
			(2)		
			(2) Referred to in last para of page 4 of the [illegible]		

Peon

224

DELIVERY BOOK OF STATIONERY OFFICE

GPB—12 books of 2½ qrs. each—3-11-14

Date	To whom	No. etc., of the letter	Signature
	"Peon Book" (3)	(3) Page 5 (Top page) (3)	

225

Any blank book may be used for unofficial File Register & D.O. Regr. referred to in the top ~~[illegible]~~ of page 6

TAPPAL BOOK OF THE GOVERNMENT STATIONERY OFFICE 191 —191 ..

GPB—12 books of 2 qrs. each—3-11-14

1	2	3	4	5
Date	To whom	Destination	Number, etc., of the letter or packet posted	By whom posted

(4)

(4) Page 5 (top page) 4

REGISTER OF RECEIPTS AND EXPENDITURE OF SERVICE POSTAGE STAMPS IN THE STATIONERY OFFICE.

GPB—3 books of 2 qrs. each—13-7-10

Month and date	To whom	Number of letter	Receipt			Expenditure			Balance			Supervisor's initials	Remarks
			Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.		
	8		5										

Stamp book referred to in last but one para on page 9 of the Manual

Dr. Cash Book of Receipts and Disbursements for the month of

Date	Particulars	Cash Rs.	a.	p.	Bills Rs.	a.	p.	Total Rs.	a.	p.	Initials of Superintendent
								14			
	6										
	Referred to in (1) of page 12										

229

GOVERNMENT ~~PRESS~~ Stationery Office,

Bangalore, 191

Received from

the sum of Rupees

on account of

Rs

Supt., Govt. ~~Press~~ Stationery

W D 1991—GPB—5 books of 100 sheets each—9-2-16

No.

GOVERNMENT ~~PRESS~~ Stationery Office,

Bangalore, 191

Received from

the sum of Rupees 1

on account of

Rs

Supt., Govt. ~~Press~~ Stationery

Referred to (2) on page 12

Finl. 77]

CASH REMITTANCES MADE TO THE TREASURY FROM THE

Date of Remittance	On what account	Amount	Signature of the Treasurer	Signature of the Officer in charge of the Treasury	Remarks
	Referred to in No. 3 on page 12				

Order 10
Book for Contingent
Charges

Only a blank book
is necessary for this
(No 5 on page 12)

MYSORE GOVERNMENT ~~PRESS.~~ Stationery

No. Date 191 .

Messrs. **& Co., Contractors, Bangalore.**

Supply the undermentioned articles immediately.

No.	Name of Article	Quantity

~~Storekeeper.~~ Supervisor ~~Chief Foreman.~~ ~~Asst.~~ Supt.

GPB—6 books of 100 pages each—26-5-14

MYSORE GOVERNMENT ~~PRESS.~~ Stationery 231

No. Date 191 .

Messrs. **& Co., Contractors, Bangalore.**

Supply the undermentioned articles immediately.

No.	Name of Article	Quantity

~~Storekeeper.~~ Supervisor ~~Chief Foreman.~~ ~~Asst.~~ Supt.

BUDGET EXPENDITURE OF THE BUDGET GRANT OF THE STATIONERY DEPOT FOR THE YEAR

GPB—2 books of 3 qrs. each—4-7-11

Serial Number	Name of the Firm	Annual Number of the bill	Amount of each bill			Amount of the Consolidated bill			Letter Number and date of				Balance		
									Forwarding to Comptroller	Receipt from Comptroller duly passed	Forwardal to the Firm	Acknowledgment by the Firm			
			Rs.	a.	p.	Rs.	a.	p					Rs.	a.	p.

			Rig g	Security	Deposits for the year		Voucher no	Remarks
~~Date of [illegible]~~ Name of firm	Nature of Deposit	Amount	What form Cash [illegible]	When [illegible]	Where kept until Repayment	When repaid		

30) Register of Securities
Defaulters

Name of Firm

Date	Particulars of payment.		For what year	For what contract	Amount	How the amount is ~~deposited~~ furnished			Hand of Sending the amount		
	Earnest money	Security Deposit				Cash	Treasury receipt	Govt Pro note.	Comptroller.	Treasury	Firm

No 7 on page 1[illegible]

238

ANNUAL INDENT OF FORMS FROM 1st JULY 191 TO 30TH JUNE 191 FOR THE DISTRICT

Date prepared—

Date despatched—

The form below should be carefully filled up by the Indenting Officer, the route and mode of carriage being fully specified.

Description to be marked on cases.

To the.....

of .....

at.....

care of.....

to be forwarded by .....

		1	2	3	4	5		6	7		8	9	10	11	12	13
Old numbers	Serial No. of new form	Name of Form	Opening balance of the official year in which the indent is submitted. This column should not include figures of column 5	Forms received for the official year in which the indent is submitted.	Total of columns 2 & 3	Consumption of two previous years		Average of the two sub-columns in column 5	Expenditure during the current year		Quantity expected to remain at the beginning of the official year for which the indent is submitted	Quantity now claimed	Date of last supply	Quantity passed by counter-signing officer.	Quantity supplied by the Superintendent	REMARKS NOTE—Explanation of unusually large demands, variations in the consumption shown, etc., should be here given.
						1 —	1 —		Actuals up to date of indent from 1st July	Probable quantity estimated to be spent during the remaining part of the official year						

DUE DATE—31st MARCH.

APPENDIX G.

INDENT FOR FORMS.

191 .

From

To

The Superintendent of Stationery

Through

Dated

Despatched

Received

No.

Forwards Indent for Forms for 19 1

GPB—3,'00—11.3.12

		1	2	3	4	5		6	7		8	9	10	11	12	13
Old numbers	Serial No. of new Form	Name of Form	Opening balance of the official year in which the indent is submitted. This column should not include figures of column 3	Forms received for the official year in which the indent is submitted	Total of columns 2 & 3.	Consumption of two previous years		Average of the two sub-columns in column 5	Expenditure during the current year		Quantity expected to remain at the beginning of the official year for which the indent is submitted	Quantity now claimed	Date of last supply	Quantity passed by counter-signing officer	Quantity supplied by the Superintendent	REMARKS NOTE.—Explanation of unusually large demands, variations in the consumption shown, etc., should be here given.
						1 —	1 —		Actuals up to date of indent from 1st July	Probable quantity estimated to be spent during the remaining part of the official year						

Countersigned and passed in column No. 11.

Dated the.....191

Signature of Countersigning Officer

Signature and designation.

240

No.....

Railway fare paid on .....bales, ...cases and .....bundles,

despatched to the..... .....care of..... ....

at.....Railway Station, as per Railway Receipt No.....

Rs. as. p.

dated.....

7

12

.....

Bangalore

The.....191

Superintendent of Stationery,
Mysore Government.

GPB—10 books of 200 sheets each—20-6-11

24

No.....

Cart-hire received for carting .....cases .....bales .....

bundles, from the $\frac{\text{Office}}{\text{Ry. Station}}$ to $\frac{\text{Ry. Station}}{\text{Office}}$ from the Superintendent, Government

Rs. as. p.

Stationery, Bangalore, at..... as. per.....

Bangalore,

The.....191

.....

Signature of Cart Mestri.

GPB—10 books of 200 sheets each—20-6-11

242

OFFICE OF THE SUPERINTENDENT, MYSORE GOVERNMENT STATIONERY DEPOT.

Dated 25th January 1916.

To—All Officers indenting for forms on the Stationery Depot.

SIRS,

I have the honor to bring to your notice that forms indents for 1916-17, cannot be attended to, unless correct (printed) samples of all forms and books indented for accompany the indents.

Attention is also drawn to the absolute necessity of forwarding indents by the due date, *viz.*, 31st March, so as to enable this office for the early consolidation of such of the departmental indents as require it and for the forwardal to Press for print early. Indents received after the due date will be refused.

I have the honor to be,

Sirs,

Your most obedient servant,

C. H. YATES,

Superintendent.

W D 1949—GPB—400—15-2-16

244

MEMORANDUM.

Referring to Government Proceedings No. G. 6011-60, dated 27th May 1904, has the honor to intimate that stationery articles due to his office as per his....., ... will be issued on his deputing a clerk or responsible official to take delivery of the same at the Stationery Office on ....

15

BANGALORE,

....

Superintendent of Stationery.

243

ON MYSORE GOVT. SERVICE.

[The name and address of the addressee and the signature and official designation of the sender to be written *on this side.*]

To

The.....

.....

Clerk,
Stationery Office.

245

ON MYSORE GOVT. SERVICE.

[The name and address of the addressee and the signature and official designation of the sender to be written *on this side.*]

To

The.....

.....

BANGALORE.

Clerk,
Stationery Office.

ARTICLES SUPPLIED BY THE STATIONERY DEPARTMENT.

GPB—2 books of 100 pages each—28-5-15

Receipts								Remarks
Docket		Details of receipts			Amount			
No.	Date	Cheque		Cash	Rs.	a.	p.	
		No.	Date					

28

1

(B)

referred in page 46

(TO BE RETURNED TO THE DEPOT DULY RECEIPTED)

MYSORE GOVT. STATIONERY DEPOT

No. BANGALORE, 1

Invoice of Stores, etc., despatched this day from the Depot per

To

No. and date of requisition		Description	Quantity	Number of packets

By Order,

Store-keeper. Supervisor

Received the above correctly on 191

Signature and Designation of the Receiving Officer

(TO BE RETAINED IN THE RECEIVING OFFICE.)

MYSORE GOVT. STATIONERY DEPOT

No. BANGALORE, 191

Invoice of Stores, etc., despatched this day from the Depot per

To

No. and date of requisition		Description	Quantity	Number of packets

By Order,

Store-keeper.

Supervisor.

MYSORE GO . STATIONERY DEPOT,
BANGALO. 191

Invoice of Stores, etc., despatched this day from the Depot per

To

No. and date of requisition	Description	Quantity	Number of packets

By Order,

Store-keeper,

Supervisc